

P.O. Box 2025
Prairie View, TX 77446
April 2, 20XX

Mr. Edward M. Johnson
Employment Relations Department
E.I. DuPont de Nemours & Company, Inc.
Wilmington, DE 19898

Dear Mr. Johnson:

I enjoyed talking with you during the Career Festival about career opportunities with E.I. DuPont de Nemours & Company and the summer employment positions that will be available.

Enclosed, you will find my application form and resume for your review. I would welcome the opportunity to arrange a personal interview at your convenience.

If additional application procedures are required, please advise me.

Your consideration of my application is appreciated.

Sincerely,

Kevin L. Smith

Kevin L. Smith

Enclosure(s)