Mary Smith

1234 Lake Street

Minneapolis, MN 55412

Ms. Heather Turngren

Minneapolis Adult Education

2225 East Lake Street

Minneapolis, MN 55407

May 15, 2016

Dear Ms. Turngren,

My name is Mary Smith. I was a student in your Reading 255 class two years ago. I always arrived 10 minutes late to class because of bad traffic from my work to school.

I am writing this letter to ask if you will be a job reference for me. I have a great job opportunity that I qualify for because of what I learned while I was in school.

I am applying for the manager position at Great Food, the restaurant that my sister works at. It is full time with great benefits. They are looking for someone that has a food manager certificate and restaurant experience. They are also looking for someone with a GED or High School Diploma. Remember that I took the Food Manager Certificate class and passed the test? I also got my GED last fall. Please call me with any questions you have. My number is (612)123-4567. Thank you for your time.

Sincerely,

Mary Smith