Lonely Dale Road

Whitemouth, MB, R0E 2G0

November 2, 2010

Ms. Ellen Mazdar

Human Resources Department

Precision shoes

P.O Box 403

Brandon, MB, R7E 1Y7

Dear: Ms. Ellen Mazdar

I would like to know if you have software that scans incoming résumé? I would like to send in my résumé to your shoe manufacturing company, but before I send my résumé in could you please answer these questions about sending in a résumé.

I phoned a couple days ago but didn’t get a cleared answer. These were the questions I had:

* If you do I would also like to know what I have to do to make my résumé compatible?
* Would it be easier to fax in my résumé?
* Would it be easier to e-mail my résumé?
* Should I send two résumés one scannable and another detailed one?
* Do you have any suggestions for keywords I should add to my résumé?

I would be ecstatic if you could answer these questions for me and send them back by November 10, 2010. I plan on getting back to you with the résumé soon after that.

Sincerely,

Thomas D. Gloor