

Avery Allen

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July 2, 2021

Oak City Grocery Store
67 Grocery Store Drive
Oak City, NC 09876

To: Campbell Davis, Store Manager

Dear Campbell Davis,

My name is Avery Allen and I would like to work at Oak City Grocery Store as a stock clerk. I have volunteered at Vocational Solutions for All (VSA) in the food pantry and now I want to work at your grocery store. I am a hard worker, and I am very helpful. I like to help people with their groceries and smile and talk to them.

I am part of the Supported Employment Program at VSA and Greer Hendrix is my Job Coach and Advocate. She will come with me to work every day until I learn how to do my job. After that, she will come to visit and help me improve and learn new things. It is best if you call Greer to talk about me working at your grocery store. She will help me arrange an interview with you.

I am excited about the possibility of working at Oak City Grocery Store and I can start immediately. I look forward to meeting you soon.

Sincerely,

Avery Allen

Pathful explore