

849 Baldwin Avenue
Baltimore, Maryland 21228

January 5, 20XX

Mr. Timothy T. Mellon
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Mellon:

I read your company's description in NACE's *Job Choices in Business* and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to relocate to the Chicago area after graduation.

I will receive my B.S. degree this May. My interest in business started in Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I researched the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they don't tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management; and my relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I shall call you during the week of January 24 to discuss employment possibilities. In the meantime, if you need to contact me, my number is (410)683-8843. Please leave a message if I'm not in, and I'll return your call promptly.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Lisa S. Watson

Enc: Resume