

1022 Broad Street
Augusta, GA 30304

Month 00, 2007

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

Dear Mr. Mellon:

I am writing to inquire about a Sales Professional position at Midwest Mercantile. I am very interested in Midwest Mercantile's prestigious reputation in the professional apparel industry. I believe my business education, wide range of work experience, and strong interpersonal skills provide me with a valuable knowledge base to be an asset to your company.

I have acquired excellent quantitative and analytical skills as an International Business major with an emphasis in Marketing and a minor in Spanish. My academic coursework, in addition to my work experience has taught me the importance of time management and leadership skills. I have been employed by the Georgia State Employees' Credit Union and I am currently employed as a part-time nanny for several families.

In addition to my work experience, I have had the opportunity to demonstrate my creativity and maturity as an intern in the advertising industry. This position demonstrated my ability to be resourceful, to work under supervision, and to cope with the pressures of a chaotic and stressful environment.

I feel that my skills and experience will benefit your organization, and I welcome the opportunity to give you more information about myself. I will contact you in two weeks to follow-up and pursue the potential opportunity to work for your company. If you have any questions please do not hesitate to e-mail me at dawguga@uga.edu or call my cell at (706) 555- 1234.

Sincerely,

(Written Signature)

Susan S. Watson