

601 South College Road  
Pensacola, FL 32526

June 13, 20\_\_

Mr. James E. Hire, Human Resources Manager  
The Right Company, Inc.  
1601 Sunset Boulevard  
San Diego, CA 92121

Dear Mr. Hire:

As a recent graduate of the University of West Florida with a Bachelor of Arts degree in History and a minor in Marketing, I learned about the available regional sales position within your organization through UWF Career Services. I am confident that my five years of retail sales experience would be beneficial to The Right Company, Inc. sales team.

I have five years experience working with a variety of customers in a fast paced retail environment. My product knowledge and excellent customer service skills resulted in more than a 75 percent increase in sales during the second quarter of 2000. Additional customer service skills were developed through assisting students with resume writing while volunteering with UWF Career Services. Other work within the Pensacola community has included active support of volunteer programs such as Hospice and The Hospitality House of Pensacola. Through research of your organization, I understand the importance of community involvement and look forward to volunteering within the San Diego area.

During the week of July 17-21, I will be in the San Diego area and would like to make arrangements to meet with you. I will call you within the next ten days to arrange an interview. If you need to reach me before then, you may call (850) 555-5555.

Thank you for your time and consideration and I look forward to talking with you.

Sincerely,

*Susie Jobseeker*

Susie Jobseeker

Enclosure