

3800 Montrose Blvd.
Houston, TX 77006
October 1, 2006

Mr. Steve Barrons
Director of Campus Relations
ABC Corporation
954 Park Blvd.
Vallanova, PA 19058

Dear Mr. Barrons:

I read your company's description in the *Houston 1000* and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to remain in the Houston area after graduation.

I shall receive my BS degree in management this May. My interest in business started in Junior Achievement 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 Houston, ABC Corporation 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 environment I seek.

My resume is enclosed for your consideration. My education and experience match qualifications you seek in your management trainees. 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 October 16 to discuss employment possibilities. In the meantime, if you need to contact me, my number is (713) 525-3160 and my email is career.services@stthom.edu.

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

Sincerely,

James R. Wolfe

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