

321 Graduation Way
Orlando, FL 32817

April 15, 20xx

Ms. Sheila J. Smith
Recruitment Manager
Cairdyne Corporation
999 E. Broadway Blvd.
Akron, OH 44319

Dear Ms. Smith:

In May 20xx I will be graduating from the University of Central Florida with a Bachelor of Science degree in Business Administration. I am writing to explore the possibility of employment as a Cairdyne management trainee in the field of marketing and sales.

Cairdyne's sales management training program, as described in the NACE *Job Choices* magazine and in your company literature, offers the kind of sales activities I am hoping to pursue after graduation. My studies have provided a strong foundation in management, marketing, and computer applications. I have also gained experience in retailing and customer service and have been on the "receiving end" of customer indecision and anxiety. My ability to handle difficult customers has earned me an outstanding performance review.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities with Cairdyne. Thank you for your consideration.

Sincerely,

Ursula C. Fortune

Ursula C. Fortune

Enclosure