

# JOB SEARCH LETTERS

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3435 Mission Street  
Charleston, SC 25951  
803/555-1111  
April 5, 2000

Ms. Nora Hatcher  
Human Resource Manager  
Dominion Department Store  
211 West Boulevard  
Charleston, SC 25902

Dear Ms. Hatcher:

I am responding to your advertisement for an Associate Manager Trainee that appeared in the July 20 issue of *The Post and Courier*.

Currently, I am completing my associate degree in management at Trident Technical College. My education has provided me with a broad knowledge of business, sales and human resource issues. In addition, I have worked successfully in a number of part-time positions in the retail industry, including customer service. Dominion Department Store is highly respected in the industry, and I am personally familiar with your Charleston store. I would very much like to be a part of your team and believe that my education and experience could contribute to your organization.

The enclosed resume provides further details about my education and work experience. I would welcome the opportunity to discuss the position with you and how I might contribute to your organization. I will call you next week to arrange an interview at your convenience. *If you* need to reach me before then, please call me at home 803/555-1111. *If I* am not in, please leave a message and I will return your call the next day.

Thank you for your time and consideration.

Sincerely,

(Written Signature)  
Katherine Jones

Enclosure