

Peter Brady
123 Main Street
Cape Girardeau, MO 63703

June 18, 2003

Ms. Cynthia Ford
Manager
ACME Company
321 ACME Street
Jefferson City, MO 80908

Dear Ms. Ford:

Your ad for an entry-level position caught my attention as I prepare to begin my professional career upon graduation this spring from SEMO University.

I say “professional” because I have worked steadily throughout college, gaining valuable experience that equips me to present your firm with advantages others may not offer.

For example, as a resident assistant for a 250-person coed dorm, I acquired strong leadership and interpersonal skills. I am now able to think quickly in emergency situations and in those requiring quick assessment of many factors in order to make appropriate decisions. Dealing with the diverse concerns of students, parents, and faculty, I have become adept at operating with the proper mix of authority, diplomacy, and tact.

While working in this demanding position, I achieved a 3.75 cumulative grade-point average. My double major, communications and political science, provided me with a thorough foundation in principles that affect businesses every day.

I would welcome the chance to discuss openings at your firm. If you will contact me at (555) 555-0154, we can schedule a meeting.

Thank you for your consideration.

Sincerely,

Peter Brady