

Advertised Position Letter

1720 Magnolia Circle
Greensboro, NC 27407
February 5, 2012

Jody Smithfield
Director of Training
XYZ Corporation
P.O. Box 1735
Wilmington, NC 28403
RE: Retail Management Trainee Position

Dear Ms. Smithfield:

I am writing to express my interest in the Retail Management Trainee position you listed recently on SpartanCareers. I have researched XYZ Corporation's web page, and I am very impressed with your company's commitment to excellent customer service and your employee development training program. I will be graduating from The University of North Carolina at Greensboro in May and am actively seeking a retail management position.

As you will note in the enclosed resume, I have had meaningful practical experience in both retail sales and customer service. My positions at The Gap and Lucky 32 have given me the ability to work with a wide variety of clientele. In addition, I have completed several courses in Management while pursuing my Bachelor of Arts degree in Communication. My experience as President of Alpha Chi Omega Sorority has also helped me to further develop my leadership and organizational skills.

I would like to explore the Retail Management Trainee position with you further. I will be in Wilmington the week of March 4th and would like to have the opportunity to speak with you at that time. I will call next week to see if we might identify a mutually convenient meeting time. Should you need additional information, please call me at (336) 545-5454. I look forward to hearing from you.

Sincerely,

Natasha Gomez

Natasha Gomez

Enclosure: Resume