

1720 Magnolia Circle
Greensboro, NC 27407
April 2, 2005

Ms. Jody Johnson, Director of Training
XYZ Corporation
P.O. Box 1735
Wilmington, NC 28403

Dear Ms. Johnson:

I am writing to express my interest in the Retail Management Trainee position you listed recently on SpartanTrak. In May, I shall complete my Bachelor of Arts degree in Communication Studies at The University of North Carolina at Greensboro (UNCG). Both my retail experience and undergraduate management courses have shown me I will make a strong manager.

As you will note in the enclosed resume, I have retail sales and customer service experience at The Gap. While employed at The Gap and at Lucky 32, I developed the ability to work with a wide variety of clientele. In addition to taking several management courses while completing my degree at UNCG, I also served as President of Alpha Delta Pi Sorority where I successfully used my leadership and organizational skills to lead a group of sixty-five diverse fellow students.

I shall be in Wilmington the week of April 20th and would like to have the opportunity to speak with you about the Retail Management Trainee position at that time. I shall 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. Thank you for your consideration.

Sincerely,

(Signature required here)

Teresa Maples

Enclosure