

203 Elmwood Avenue
San Jose, CA 10462

April 22, 20XX

Sara Costanza
Personnel Director
Liberty International, Inc.
Lansdowne, PA 24153

Dear Ms. Costanza:

Please consider my application for a junior management position at your Lake Geneva resort, as advertised on April 19 on Monster.com. I will graduate from San Jose City College on May 30 with an Associate of Arts degree in hotel and restaurant management. Dr. H. V. Garlid, my nutrition professor, described his experience as a consultant for Liberty International and encouraged me to apply.

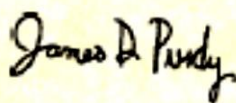
As you can see from my enclosed résumé, for two years I worked as a part-time desk clerk, and I was promoted to manager, at a 200-unit resort. This experience, combined with earlier customer relations work in a variety of situations, has given me a clear and practical understanding of customers' needs and expectations.

As an amateur chef, I'm well aware of the effort, attention, and patience required to prepare fine food. Moreover, my skiing and sailing background might be assets to your resort's recreation program.

I have worked hard to hone my hospitality management skills. My experience, education, and personality have prepared me to work well with others and to respond creatively to challenges, crises, and added responsibilities.

If my background meets your needs, please phone any weekday after 4:00 p.m. at (555) 316-2419 or email at jpur@valnet.net.

Sincerely,



James D. Purdy
Encl. Résumé

- ← Writer identifies self and purpose
- ← Establishes a connection
- ← Relates specific qualifications from his résumé to the job opening
- ← Applies relevant personal interests to the job
- ← Expresses confidence and enthusiasm throughout
- ← Makes follow-up easy for the reader

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