

Thomas Ford  
233 Stone Avenue  
Wauseon, Ohio 43567

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August 30, 2009

Mr. Timothy Mellon  
Director of College Recruiting  
Midwest Mercantile Company  
4500 Randolph Company  
Chicago, IL 60601

Dear Mr. Mellon:

I read your company's description in the CPC Annual and would like to inquire about employment opportunities in your management training program. I want to work in retail management after graduation.

I shall receive my Bachelor of Science degree in May. My interest in business started in Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I researched the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they do not tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. My experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will call you during the week of September 8 to discuss employment possibilities. In the meantime, if you need to contact me my number is (419) 668-4444. Please leave a message if I am not in, and I will return your call the next day.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Thomas Ford  
Enclosure