

3255 Pontaluna Avenue
Fruitport, MI 49415
November 20, 2008

Mr. Thomas Jones
Human Resources Director
Alcor Business
1234 Main Street
Muskegon, MI 49441

Dear Mr. Jones,

I am writing to apply for the Whatsmajigger Outside Sales Manager position listed in the Sunday edition of the Muskegon Chronicle on November 19, 2006. Per your request, enclosed you will find my resume and references.

I am a life long resident of Muskegon, and therefore I have a heightened desire to work for a company such as yours who is ingratiated to this community and wants to give back to its residents. As a hobbyist veteran Whatsmajiggerists myself, I am well versed in the use of your product, believe in its clear superiority to the competition's, and am knowledgeable enough in the competitor's products to be able refute any claims they have over why their product should be used. These 15 years of hobby experience, coupled with my MBA degree make me an obvious candidate for this position.

You can see from my resume that I am a recent graduate of the MBA program from U of M. But it is not simply the notoriety of the program at U of M that should qualify me for this position. I have spent many hours in additional study and at conferences that have familiarized me with the ins and outs of sales and the most recent techniques used to heighten sales. Most notable of these trainings are the HSG (High Sales Growth) week-long trainings I have attended in Las Vegas. I have recently been invited to present with this traveling training group as a presenter, and although I have passed up this opportunity, it should demonstrate the skills I possess that would clearly make a positive different for Alcor.

I would love the opportunity to meet with you in person to discuss my qualifications and show for you a plan I have created to increase your sales based on my research of your public company. I may be reached at 231-123-4567 anytime that is available to you. Thank you for your time, and I look forward to meeting you.

Sincerely,

Elizabeth Grimm