

Luke Halperin
2203 Mason Street
Ross, IA 49300

November 20, 2000

Foster, Peabody
65 Madison Avenue
New York, NY 10022

Dear Mr Foster or Mr Peabody,

This May I will be graduating from Whatsamatta University with a degree in Business Administration (marketing). I hope to follow a sales or marketing career. I am submitting an application for one of your international positions advertised in the November 23 edition of USA Today.

The courses we are required to take at Whatsamatta University for a sales/marketing degree reflect an in depth study of all aspects of this field. I am enclosing a resume that further lists my educational background and work experience.

Also, I feel I am the type of person your clients are looking for, hardworking, energetic, ambitious, and honest. My record of 50+ hours a week of summer employment reflects these qualities. I can offer your clients an employee who is willing to give 110% all of the time.

If you feel I am the type of employee your clients are looking for, please call me for an interview. I can be reached at 555-1212 at any convenient time.

Sincerely,

Luke Halperin
encl.: resume

Luke Halperin
2203 Mason Street
Reis, IA 49300

November 20, 2000

Express Rent-a-Car
445 Independence Boulevard
Charlotte, NC 29770

Please consider me for the entry-level management position you advertised in today's Charlotte Observer. I believe my academic background and work experience make me an excellent candidate for one of these positions.

In the Management program at Winthrop University, I received basic instruction on various topics introducing me to the many facets associated with successful management. Managerial responsibilities were discussed and significant consideration was given to the important dimension of manager-subordinate communication. I desire to use this knowledge to establish and/or maintain a productive and satisfying working environment within your organization.

In the Navy, I was the supervisor for the ship's electrical discrepancy repair team of about six people. I also performed supply functions for the electrical division and was fully responsible for the acquisition of parts and equipment as well as the generating and maintaining of all applicable accounting reports. In addition, I worked part time all the way through college. These jobs have allowed me the opportunity to work and communicate with a wide variety of people from all over the country, a benefit which could prove to be very useful to a manager.

I would appreciate the opportunity to talk to you about how my training and experiences have prepared me for a management position at Express Rent-a-Car. Please feel free to call me at (803) 323-1112 or write to me to let me know a convenient time for you to talk to me.

Sincerely,

Luke Halperin
encl.: resume