

**JOHN ROGERS**

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March 26, 2006

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

Dear Mr. Mellon:

While researching companies, I read your company's description in NACE's Job Choices in Business and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to relocate to the Chicago area after graduation.

I will receive my Bachelor of Science Degree this 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 education and experience match the qualifications you seek in your management trainees, but they don't 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. And my relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

My credentials are enclosed for your review. I realize your schedule is hectic but I would greatly appreciate the chance to discuss employment possibilities with you. Feel free to contact me at (704) 555-5555 or by e-mail at [SmithJohn@yahoo.com](mailto:SmithJohn@yahoo.com). Thank you very much for considering my request. I look forward to speaking with you.

Sincerely,

*(Handwritten signature)*

John Smith