

830 Crowne Oaks Circle, #38
Winston-Salem, NC 27106
October 6, 2006

Mr. Steven R. Jackson
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60610

Dear Mr. Jackson:

I am writing to inquire about employment opportunities in your company. I am interested in pursuing a career in retail management and will be relocating to the Chicago area after graduating from Wake Forest University this spring. When I researched the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program, and a solid reputation for customer service. This information has enhanced my desire to work for your company.

In May, I will receive my Bachelor of Arts degree in English. My interest in business started with Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. During my internship with a Belk store last year, I was able to gain an in-depth understanding of and appreciation for the retail industry that convinced me to pursue a career in retail management. I know from my customer and supervisor feedback that I have the interpersonal skills and motivation necessary to build a successful career in this field. I believe that I am an extremely strong candidate for an entry-level management trainee position, and I would be a valuable asset to your company.

I would appreciate the opportunity to discuss my experience and qualifications as well as learn more about any career offerings your company might have. I am enclosing my resumé for your consideration, and I will call you during the week of October 28 to discuss employment possibilities. In the meantime, if you have any questions or need additional information, you may reach me via phone at (336) 758-5555 or by e-mail at jonesft3@wfu.edu.

Sincerely,

Francis T. Jones

Francis T. Jones

Enclosure