12 January 2009

Will Morgan

Deutsch Clothing Company

1600 Pennsylvania Ave NW  
Washington DC 20502

Dear Mr. Morgan:  
SUBJECT: Application as a Sales Representative Position

I am applying for the Sales Associate position that we discussed during the Career Fair at The George Washington University in Washington, D.C. last January 11, 2009. My varied sales experience and my bachelor's degree in Business Administration are my strongest qualifications for this position.

In my enclosed resume, you will be able to verify that I have sold a variety of products through my extracurricular activities. I also worked in many banking environments through my cooperative education and internship position that actually proves to be a good network for sales. My marketing, computer research, and customer relations experiences, together with my oral and written communication skills, should prove valuable in increasing the sales volume of Europe’s Finest Fashion Wears. I am enthusiastic about pursuing a career in sales with Deutsch Clothing because of its diverse product line and international scope. I assure you that I be an asset to your company.

I would welcome the opportunity to meet with you and can be reached at (673) 532 0372 from noon to five daily. I will be in Washington next week and will call you on January 15 to discuss the possibility of an interview.

Yours sincerely,  
(Signature)  
Michelle James