July 10, 2009

Mr. James Peterson

HR Manager

IKEA

1700 E Bayshore Rd.

Palo Alto, CA 94303

Dear Mr. Peterson,

Enclosed herewith is my CV. As a graduate of University of California, Berkeley with a Degree in Management, I am very much interested in your opening for the Managerial position.

I want to be a part of a reputable and well-known company such as yours. Your presented opportunity is indeed appealing to me, and I am sure to others as well.

The following are the things that I can do, but not limited to, for me to be successful in undertaking this job for you:

* I am a fast and adept learner, who is willing to pursue to know as much as possible about the nature of the job, with a goal to excel in it.
* Equipped with a strong interest in improving efficiency, identifying and solving problems.
* Self Starter who works well with a team.
* An attentive listener, equipped with the ability to present accurate technical information.
* Flexible and willing to adjust to any operational change.

Along with my Management Degree, I do have a growing fascination and established understanding of the industry of finance. Please do not hesitate to call me; you can reach me anytime through my mobile number (510) 548-6512. Thank you!

Sincerely,

**Melinda Clancy**

Melinda Clancy