Date: Tues, 07 July 2009 16:52:23 -0700 (EDT)
from: May Gold (may\_gold@verizon.com)
Subject: Application as Store Manager for Immediate Employment
To: John Scott (jscott@halley.com)

Dear Mr. Scott,

I read your job posting for the Store Manager position from JobsOnline.com with much interest. I can offer your Chain of Halley stores:

- Over ten years of retail management experience, with expertise on new stores opening

- Ability to effectively hire, train and manage staff for all aspect of customer service, logistics and basic accounting

- Knowledgeable in payroll management, scheduling, and inventory ad report

- Extensive knowledge and experience in handling visual standards and merchandising high-ticket items

In addition to my extensive store managing experience, I have excellent communication and social skills which are also vital for effective store management. My previous tenure shows that I work well even under pressure. I believe that my wide experience and skills make me a superior candidate for this position.

Attached is a copy of my resume for your review. It contains additional information about my background and qualifications for the position. In case, supporting documents will be needed, let me hear me from you. I am looking forward to hearing from you to arrange time for my interview.

Thank you for your time and consideration.

Sincerely,

May Gold

may\_gold@verizon.com