

327 Riverview Drive  
Clifton Park, NY 12065

May 13, 2002

Mr. James G. Webb  
Earnest Hampton & Associates  
1402 Pennsylvania Avenue  
Washington, DC 20033

Dear Mr. Webb:

I will be graduating from the University at Albany, State University of New York with a Bachelor's degree in Political Science in May 1999, and am researching employment opportunities in the Washington area. I obtained your firm's name from the *Metropolitan Washington Job Bank* from the Career Development Center and called your firm to obtain your name as the appropriate person to contact for employment inquiries. I am very interested in learning more about Earnest Hampton & Associates, particularly the types of clients your firm serves, and the manner in which your associates begin their careers.

I will call you in two weeks to arrange a time to speak to you by the telephone or perhaps visit your office if that would be convenient. I will be in the Washington are during the week of June 24. I very much appreciate your time and consideration of my interest, and I look forward to talking to you. In the meantime, if you have any questions or comments, please feel free to contact me at (555) 664-2214.

Sincerely,

Grace Michaels