

593 Starling Road  
Menands, NY 12207

May 13, 2002

Mr. Glen Wright  
Human Resource Manager  
Fashion Department Store  
Fairfax, VA 22030

Dear Mr. Wright:

I enjoyed interviewing with you during your recruiting visit to the University at Albany on May 7<sup>th</sup>. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Marketing Management. Through my education, and experience I have gained many skills, as well as an understanding of retailing concepts dealing with the general public. I have interned in the retail industry, having various responsibilities from Sales Clerk to Assistant Department Manager. I believe my education and work experience would compliment Fashion's Management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested. Thank you again for the opportunity to interview with Fashion Department Store. I am very interested in becoming a part of your management team. I can be reached at (555) 223- 8874 should you need additional information.

Sincerely,

Marianne Boles

Enc.