

P.O. Box 0000
James Madison University
Harrisonburg, VA 22807
Date (Month, Day, Year)

Ms. Stephanie Trinter
Prentice-Hall
College Division
Englewood Cliffs, NJ 07632

Dear Ms. Trinter:

I am writing in response to your ad in the January 24 *Washington Post*, and would like to be considered for a job as a college representative for Prentice-Hall. As a senior at James Madison University, I have maintained a GPA of 3.7 while pursuing a major in English and taking a variety of business courses. I believe this combination of studies, as well as my ability to handle responsibility, makes me qualified for a position at Prentice-Hall.

Your ad states that one of the duties of a college representative would be to “locate and develop manuscripts for publication”. My studies in English have enabled me to develop skills, which I believe are necessary for this job. Courses in both Creative and Technical Writing have honed my skills. Many literature courses, including an Independent Study of Shakespeare taken while studying in London, have enhanced my power to analyze, interpret, and critique literature of all kinds.

Courses in Business and Communication have given me knowledge necessary for promoting textbooks to colleges and universities. Classes in Marketing, Management, Communication (including Public Speaking), Psychology, and Sociology have all helped me develop a capacity for communicating and understanding people – a skill I believe is vital in sales.

My experiences living overseas and working for the United States Department of State have enhanced these qualifications. I adapt easily to new situations and am not afraid to accept responsibility. Enclosed is a resume that outlines my unique qualifications for a position as a college representative at Prentice-Hall. I appreciate your consideration and look forward to hearing from you. I can be contacted at 540-568-0000, greshensonca@gmail.com, or at the above address.

Sincerely,

Cecelia A. Greshenson

Enclosure