

August 14, 2011

601 South College Road
Wilmington, NC 28403

Mr. James E. Hire, Human Resources Manager
The Right Company, Inc.
1601 Sunset Boulevard
San Diego, CA 92121

Dear Mr. Hire:

As a recent graduate of the University of North Carolina at Wilmington with a Bachelor of Arts degree in History and a minor in Leadership Studies, I learned about the available regional sales position within your organization through the UNCW Career Center's SeaWork system. I am confident that my five years of retail sales experience would be beneficial to The Right Company, Inc. sales team.

Please refer to the enclosed resume. I have five years of experience working with a variety of customers in a fast paced retail environment. My product knowledge and excellent customer service skills resulted in more than a 75 percent increase in sales during the second quarter of 2000. Additional customer service skills were developed through assisting students with resume writing while volunteering with UNCW Career Services. Other work within the Wilmington community has included active support of volunteer programs such as Hospice and The Hospitality House of Wilmington. Through research of your organization, I understand the importance of community involvement and look forward to volunteering within the San Diego area.

During the week of October 5 through 10, I will be in the San Diego area and would like to make arrangements to meet with you. I will call you within the next ten days to arrange an interview. If you need to reach me before then, you may call (910) 962-3174).

Thank you for your time and consideration and I look forward to talking with you.

Sincerely yours,

Maddie Jobhunter (signature)

Maddie Jobhunter
enc.

August 18, 2011

601 South College Road
Wilmington, NC 28403

Ms. Anne Jackson, Recruiter
Computer World, Inc.
1001 Fantasy Boulevard
Raleigh, NC 27609

Dear Ms. Jackson:

Recently I spoke with Sylvia Chase who suggested I contact you regarding an available research position within your marketing department. Even though I have enjoyed living and attending school in Southeastern North Carolina, I plan to relocate to the Raleigh area upon graduation. This fall, I will graduate from the University of North Carolina at Wilmington with a Bachelor of Science degree in Marketing and felt strongly that my education and research experience would be a perfect match for Computer World, Inc.

As the enclosed resume indicates, I have participated in a marketing research project through the University in which we collected and analyzed data from a local Wilmington based company to determine the success of exporting goods to another country. This involved interaction with vendors and employees on a weekly basis, review of financial records and preparation of marketing tools to infiltrate the sale of merchandise overseas. The employer was so impressed with our results and marketing tools that he has taken measures to initiate exporting by the end of the 2000 calendar year. In addition to marketing research experience, I have acquired technical skills from work in computer labs on the University campus assisting an average of 20 students per day with systems software, including Word Perfect, Microsoft Word, Lotus and Excel.

I look forward to meeting with you to further discuss how my education and work experience would be beneficial to Computer World, Inc. On Friday, August 28, I will contact you to arrange a time in which we can meet. If you need to reach me before then, you may call (910) 962-3174 or email me at careersers@uncw.edu.

Thank you for your time and consideration.

Sincerely,

Eddie Jobseeker (signature)

Eddie Jobseeker

enclosure