

P.O. Box 2186
Oceanview, NC
August 10, 1991

Mr. Roger Graham
Hiring Manager
Grocery Zone
1257 Bradley Boulevard
Oceanview, NC

Dear Mr. Graham:

I found the job post for Assistant Manager (Job Number 91-R3531) on the Grocery Zone website, and I believe that my previous work experience with the store, as well as my business-focused education, make me an ideal candidate for the position.

Earlier this year, I completed my associate's degree in Business Administration, which has not only helped me in my current job as Night Manager at Grocery Zone, but also prepared me for a more complex managerial position, like that of Assistant Manager. My relevant coursework includes Accounting 101, Business Management 101, and Economics 101.

What I believe especially qualifies me for this position is the knowledge and experience that six years as a Grocery Zone employee have given me. My previous work experience is varied in job description, but all of it relevant and specific to Grocery Zone.

Among the most important traits for a Grocery Zone employee to possess are integrity, productivity, and loyalty to the company. I constantly strive to not only exhibit these traits, myself, but also to instill them in those I work with and for.

Please review my attached résumé and contact me if you have any questions or would like to schedule an interview. I can be reached at 252-555-4321 or at caseygrinds@gmail.com. Thank you for your time and I hope to hear from you soon.

Sincerely,

Casey Grinds