

P.O. Box 2186
Oceanview, NC
January 3, 1999

Ms. Sylvia Morton
Regional Director of Operations
Grocery Zone
1257 Bradley Boulevard
Oceanview, NC

Dear Ms. Morton:

The attached résumé is in response to the job post on the Grocery Zone website for a Regional General Manager (Job Number 99-N6575). I feel that I am well-qualified for the job and would like to bring the many and diverse benefits of my prior work experience, education, and research to the position.

I hold a bachelor's degree in Business Administration, and will begin working on my M.B.A. soon. In addition to this, I have spent a significant amount of time independently researching and studying budgeting strategies. This should be an especially helpful asset, according to the emphasis the job post places on the financial responsibilities involved with the job.

For the past fourteen years, I have worked for Grocery Zone in a variety of capacities ranging from store-level positions to managerial and supervisory positions. I am uniquely familiar with the workings of Grocery Zone and in an excellent position to help make the store even better than it already is.

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