

Jenny Jobseeker

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February 19, 2009

Mrs. Amy Employer
Manager, Recruiting and Training
E & J Gallo Winery
30825 Weigman Road
Hayward, CA 94544

Dear Mrs. Employer:

I will graduate in May 2009 with a Bachelor of Arts in Communication Studies with an option in Organizational Communication from California State University, Chico. I am interested in a professional position with E & J Gallo Winery because it has established a worldwide reputation in the wine industry and remains family-owned, qualities that are important to me. My qualifications include a 3.4 GPA, experience as a sales coordinator with Taylor Farms and extensive involvement in leadership activities at Chico State.

I grew up in an agricultural community and it taught me the different challenges a person faces when working in the industry. Also, as a senior at Chico State, I learned to deal with a variety of management challenges through courses in human resource management, speech communication, interpersonal communication, and negotiation. Along with my education, my experience as a sales coordinator for Taylor Farms has confirmed my interest and success in agriculture.

I understand Gallo is dedicated to turning challenges into opportunities and change into growth. This growth has resulted in a reputation for high quality and strong customer relationships, values I am able to stand behind. Furthermore, Gallo is an organization where I am confident I can utilize my skills and abilities, including:

- Proven sales experience
- Ability to work effectively as part of a team
- Experience in the agricultural industry
- Interpersonal communication skills
- Strong public speaking skills

I would appreciate meeting with you to discuss any available opportunities with Gallo for which you think I would be qualified I can be reached at (555) 555-5555 or jennyjobseeker@internet.net. Thank you for your time and consideration.

Sincerely,

Jenny Jobseeker