

# Stephen Success

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October 1<sup>st</sup>, 2008

Hiring Manager  
Victaulic  
1234 Main Street  
Anywhere, CA 12345

Dear Hiring Manager:

Please accept my resume in consideration for your Sales Territory Manager position. I will graduate in December 2008 with a Bachelor's degree from California State University, Chico, where I excelled academically, earning a 3.2 overall GPA. In addition to my efforts in the classroom, my college experience includes a variety of jobs that demonstrate my teamwork ability, communication skills, and initiative to excel in the field.

My most recent experience was working as a Summer Orientation Peer Advisor for Chico State which required the ability to manage multiple tasks and maintain a positive team dynamic with my colleagues. I also practiced my consultative selling skills while addressing the needs of prospective students and their parents, and there were many situations that required me to be flexible and adaptable. I also demonstrated my effective public speaking skills, giving presentations to audiences of 200+.

One of my most notable jobs was with Molecular Medicine BioServices (a manufacturing-based biotech company) where I was hired for a one-week temporary job that ultimately turned into an almost two-year position because I performed as a self-starter and became indispensable to my department. I worked in Quality Assurance where attention-to-detail was essential. In another position, while working for the Encinitas School District, I demonstrated my strong work ethic, beginning each day at 6 a.m. I was invited back to this job every school break for two years due to my initiative, dependability and great attitude.

These real-world experiences coupled with my demonstrated excellence in the classroom prepare me for the rigors of Victaulic's sales position. In addition to the information provided on my resume and in this letter, I will gladly put you in touch with former supervisors who will validate my skills and abilities as I have described above.

If hired, I will demonstrate unbridled enthusiasm for your organization. I appreciate your consideration and look forward to hearing from you. I can be reached directly at 555-555-5555. Thank you.

Sincerely,

Stephen Success