

Jennee Malford
22 W. Morris Street
Reallycool, IN 55679

May 2, 2000

Ms. Rebecca Becca
Human Resources Director
WidgetGidget Corporation
500 Lakeview Road, Suite 1640
Reallycool, IN 55679

Dear Ms. Becca:

I am writing to apply for the Business Area Manager position advertised in the April 21st *Wall Street Journal*. I am a creative, technically proficient problem solver, and I am looking for a leadership role in a fast-paced, high-tech environment. I have six years of experience managing the Marketing Department at FuzzyWidget Communications, which has given me the skills and experience needed to succeed as a Business Area Manager.

As Business Area Manager, I would offer extensive marketing communication skills. For example, my communication skills helped me acquire seven new clients in the past year. These clients brought in over \$650,000 for my employer, and they continue to use FuzzyWidget as their primary widget resource. I expect that the Business Area Manager position would offer ample opportunity to continue applying my communication skills.

I would also bring extensive marketing experience. In 1995, I developed the company's first Web site, which successfully marketed FuzzyWidgets to local, national, and international customers. During these past five years, I've developed this site to be the company's primary marketing tool, with more than 450 pages and a host of interactive features. This Web site was the first in the FuzzyWidgets industry and continues to be an effective marketing tool today. I welcome you to visit the Web site at <http://www.fuzzywidgets.com>.

My combination of communication skills and marketing experience would make me a unique and versatile resource at WidgetGidget Corporation. If you have any questions or if I can provide additional information, please contact me at (444) 771-5555 or email me at jennee@example.com. I look forward to visiting with you about my qualifications and the ways I can contribute to your company.

Sincerely,

Jennee Malford