

Deborah M. Richard

123 Pine Ridge West - Ridgeland, Mississippi 39157 - (601) 555-0088 - debrich@aol.com

January 31, 2017

Ms. Nancy Redhouse
ABC Company
123 Wisconsin Avenue
Milwaukee, WI 53202

Dear Ms. Redhouse:

Dr. Albert Smith suggested I contact you regarding the Marketing Assistant position recently advertised on Mississippi College CareerLink. The ABC Company has established a great reputation for community service and customer satisfaction. I am confident that I can immediately contribute to your team.

As my resume indicates, I am a recent graduate from Mississippi College and have managed events, written press releases and coordinated various campus group activities. My experience providing choreography for the Naturals demonstrates my leadership abilities and creativity. These skills, along with my education at Mississippi College will help me immediately contribute to the ABC Company reaching its goals.

It would be an honor to have the opportunity to meet you to further discuss my qualifications. I will call next week to see if we might arrange a time to speak. Thank you for your consideration.

Sincerely,

Deborah Richard

Deborah Richard

Enclosure: Resume

Robert Smith

15 Brick Street • Clinton, MS 39056 • 601-555-5555 • rsmith@mc.edu

October 15, 2016

Mr. Dan Jones
Human Resources Director
Trustmark National Bank
111 Capitol Street
Jackson, Mississippi 39201

Dear Mr. Jones:

Please accept this letter as one of interest in the Management Development Associate position posted on Mississippi College's online job board. I am confident that my education and leadership experience provide me with the necessary skills to meet or exceed your expectations in this role.

As my enclosed resume indicates, I will receive a Bachelor's degree in Business Administration from Mississippi College in May 2017. I have gained practical leadership and client service skills through leadership positions with campus organizations. As Vice President of the Student Government Association, I was responsible for planning student events, facilitating meetings, and managing a budget. I also served as President of Mortar Board, an interdisciplinary honor society for the top 50 seniors at Mississippi College. These leadership roles required effective planning and communication to reach our goals. I learned how to accomplish tasks within a team and create positive results for the organization.

The combination of my practical experience and educational background has prepared me to make an immediate contribution to Trustmark. I have enclosed my resume for your review and hope to meet with you in person to discuss my qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Robert Smith". The ink is dark and the signature is written in a fluid, connected style.

Robert Smith

Enclosure

Patricia Brown

123 Trace Drive
Hattiesburg, MS 39401
(601) 123-4567
brown@mc.edu

January 15, 2017

Pastor Edward Young
First Baptist Church of Jackson
111 Capitol Street
Jackson, Mississippi 39201

Dear Pastor Young:

Dr. Wayne Van Horn recently advised me about new efforts you and your church have made to reach out to downtown Jackson. After reviewing your website, I noticed that all of your areas of ministry have assistants except the Youth and Music Ministries. With my background, I believe I could support these ministries.

As a recent graduate of Mississippi College with a Bachelor of Arts in Music and a minor in Christian Studies, I am equipped to support your efforts. I have experience in working with youth summer camps and in leading praise and worship. I have coordinated recreational activities for youth, led Bible studies and assisted in planning a mission trip to Peru. My leadership and organizational abilities could be helpful as you seek to grow the Youth and Music Ministries.

While I know you are not currently hiring, I wanted to present my qualification in case that ever changes. Thank you for taking the time to consider me for an open position with your church. I will contact you next week to discuss when we might arrange a time to meet.

Sincerely,

Patricia Brown

Patricia Brown

Enclosure