

Dear Ms. Prince,

As I indicated in our telephone conversation yesterday, I would like to apply for the marketing research position you advertised in the March 12th edition of the Roanoke Times and World News. With my undergraduate research background, my training in psychology and sociology, and my work experience, I believe I could make a valuable contribution to Large National Bank Corporation in this position.

In May I will complete my Bachelor of Science in Psychology with a minor in Sociology from Virginia Polytechnic Institute and State University. As part of the requirements for this degree, I am involved in a senior marketing research project that has given me experience interviewing and surveying research subjects and assisting with the analysis of the data collected. I also have completed a course in statistics and research methods.

In addition to academic work, my experience also includes working part-time as a bookkeeper in a small independent bookstore with an annual budget of approximately \$150,000. Because of the small size of this business, I have been exposed to and participated in most aspects of managing a business, including advertising and marketing. As the bookkeeper, I produced monthly sales reports that allow the owner/buyer to project seasonal inventory needs. I also assisted with the development of ideas for special promotional events and calculated book sales proceeds after each event in order to evaluate its success.

I believe that the combination of my business experience and social science research training is well-suited to the marketing research position you described. I have enclosed a copy of my resume with additional information about my qualifications. Thank you for your consideration. I look forward to receiving your reply.

Sincerely,