400C Hunter Ridge

Blacksburg, VA 24060

(540) 555-1111

boles@vt.edu

October 26, 2006

Ms. Glenna Wright

Human Resources Manager

Fashion Department Store

2000 Line Drive

Fairfax, VA 22030

**Dear Ms. Wright:**

I enjoyed interviewing with you during your recruiting visit to Virginia Tech on October 25. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor’s degree in Fashion Merchandising. Through my education and experience I’ve gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from Salesclerk to Assistant Department Manager. I think my education and work experience would complement Fashion’s management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by email at boles@vt.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures