

**John Smith**

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May 20, 2008

Mr. Steve Rusinski  
Human Resources  
Macy's Department Store  
3456 University Drive  
Coral Springs, FL 33073

Dear Mr. Rusinski:

I am writing to you about a possible marketing and sales opening in your company. Are you looking for an experienced salesperson who is available to work anytime, even holidays? Having recently worked for Ross Department stores I come to you with an extensive amount of experience in this field.

My 3 years of experience working at Ross has prepared me to take the leap to a more stable company who encourages in-house promotions. In addition, I have a Bachelor's of Science degree in Business Administration from Florida Atlantic University.

May we meet to discuss your specific requirements for a position in marketing and sales? My resume is enclosed for your convenience. I will call you Thursday morning to request an appointment. You may reach me anytime before then (954) 765-4321 or by e-mail at the address shown above. Thank you for your consideration of my application.

Sincerely,

John Smith

Enclosure