

Jane Jobseeker
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April 29, 2008

Ms. Monica Manager
Assistant Manager
Mervyn's
202 D Street
Marysville, CA 95901

Dear Ms. Manager:

Thank you for taking the time to discuss the Sales Associate position at Mervyn's California with me. After meeting with you and observing the store, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with your store. It is no surprise that Mervyn's retains its employees for so long. I feel I could learn a great deal from you and I would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits to this position. With countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Jane Jobseeker

Enclosure: Resume