

January 1, 2004

Louis Wallis
30667 Deer Ridge Place
Mission Viejo, MD 21740

Dear Mr. Wallis:

If _____ (company) requires a high-energy _____ (title) with a no-excuses attitude and is up to any task, then I'm the person you're seeking. My qualifications and experience will enable me to fulfill your expectations.

I am conscientious in my personal and professional life. I take pride in myself and my work, and derive considerable satisfaction from doing an assignment well. I cope well with high-stress situations and can manage a variety of projects simultaneously. My specific proficiencies include _____. I am seeking a responsible position that offers challenge and opportunity.

I believe my background provides the skills you require for this position. I would welcome the opportunity for a personal interview to further discuss my qualifications.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Patricia Taylor
41379 Sandra Street
New Castle, CA 91360-0396

Dear Ms. Taylor:

Sincerely,

If your firm is seeking a professional who has demonstrated sound business judgement, decisiveness, well-developed planning, analytical, and communication skills, and a consistently high level of performance in a variety of progressively responsible and challenging assignments, please see my enclosed resume.

I am accustomed to a fast-paced environment where deadlines are a priority and handling multiple jobs simultaneously is a requirement. I enjoy a challenge and work hard to attain my goals. Constant communication with all levels of management has strengthened my interpersonal skills.

I will contact you next week to inquire about the possibility of an interview. In the meantime, please do not hesitate to contact me at _____.

Drew Sterling

Enclosure

January 1, 2004

Stan Chang
95435 West Geary Circle
Annandale, NH 03461

Dear Mr. Chang:

I recently read with much interest about your company's plans for expansion. Since the _____ industry has been an integral part of my past work experience, I was very enthusiastic to learn of your new developments.

As you will note on the enclosed resume, the breadth of my expertise covers a wide area of responsibilities. I am a hard working, ambitious leader and motivator of people, recognized for flexibility, adaptability, and for a high degree of expertise in the _____ field.

I feel confident that an interview with you would affirm that I would be an excellent _____ team member and an asset to _____ (company). When could we meet?

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Scott Wilcox
69238 Seventh Circle
Houston, RI 02886

Mr. Wilcox:

Please accept the enclosed resume as an expression of interest in exploring employment opportunities with your organization in the _____ department.

I am a candidate worthy of consideration. I am well respected in my profession as an upstanding, hard-working individual who can be counted on to "get the job done."

Though my resume is detailed and comprehensive, it cannot fully demonstrate the manner in which I have achieved success. Character, personality, and the ability to work in a team environment can be evidenced in a personal meeting. I would welcome an interviewing opportunity at your earliest convenience. Thank you for your time and consideration. I am certain that I can be a contributing member of your company.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Gloria Peter
79950 Greene Terrace
Suite 98
Houston, RI 02886

Dear Ms. Peter:

Sincerely,

I am interested in exploring career opportunities in _____ with _____ (company), and have therefore enclosed my resume for your reference. Should you be in the market for a results-oriented professional for your firm, I would encourage you to consider my credentials.

As my resume indicates, I have _____ years experience in _____. My day-to-day output reflects a high level of motivation, efficiency, and ability to meet any objective. I have a proven ability to troubleshoot, perform under a minimum amount of supervision, and demonstrate a high degree of initiative and good judgment.

I am interested in interviewing with you or one of your associates. I can be reached at _____ to arrange for an interview at a convenient time.

Drew Sterling

Enclosure

January 1, 2004

Thomas Mack
79773 West River Place
Philidelphia, MN 55446-0396

Dear Mr. Mack:

I am a highly capable _____ professional seeking an employment opportunity in the _____ area. I have enclosed my resume for your consideration.

Adept at applying myself to a wide variety of responsibilities, I know I would be an ideal candidate for your consideration. I am a talented, detail-oriented professional. I take pride in my work and I am seeking a challenging position which utilizes my _____ skills.

I would like to stop by and meet with you personally. Please expect my call in the coming week so that we might be able to get together in the near future.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Mark Wilder
44773 Rock Willow Road
Ballwin, MO 63011

Dear Mr. Wilder:

Based on the criteria you listed, I believe I am an excellent candidate for the position of _____. Please accept the enclosed resume as my application for the position.

As a recent graduate, my professional job experience is necessarily limited. However, I believe that you will find, and previous employers will verify, that I exhibit intelligence, common sense, initiative, maturity, and stability, and that I am eager to make a positive contribution to your organization.

I am therefore respectfully requesting a personal interview. I feel confident that a frank, in-person discussion will determine if a compatible environment exists for a future relationship. I would welcome this opportunity and assure you that this would be time well spent. In advance, I thank you for your consideration and look forward to meeting with you in the near future.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Clifford Harkins
9773 Larkin Ave.
Suite 160
Glendale, AZ 85308

Dear Mr. Harkins:

Enclosed is my resume outlining more than _____ years extensive experience in _____. As you will see, my credentials include progressive responsibility with documented success in the areas of _____ at various organizational levels.

My impressive background will provide your department with a self-motivated, helpful, and flexible associate who knows what is needed to get the job done. I am both persuasive and capable of developing rapport and trust, as well as experienced in influencing the attitudes and ideas of others.

Should you have an appropriate _____ opening, I would welcome the opportunity to meet with you personally to explore the contributions that I could make to your corporation.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Laura Burke
85307 Seawind Terrace
Apt. 438
Baltimore, MD 21209

Dear Ms. Burke:

If _____ (company) requires a high-energy _____ (title) with a no-excuses attitude and is up to any task, then I'm the person you're seeking.

As you can see, my work history is thoroughly outlined in my resume. As a/an _____, I have acquired _____ experience while meeting tough deadlines. I am dependable and can work without supervision. I have been described as having the ability to effectively multitask in challenging situations and as having the ability to meet critical deadlines.

I will take the liberty of calling you next week in hopes of scheduling a personal interview. Thank you for your consideration. Have a great day!

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Edward Adams
69008 Broadway Common
New Castle, CA 91360-0396

Dear Mr. Adams:

Yesterday, as I was reviewing weekly job postings, I noticed your available _____ position. I am particularly interested in _____ (company) because it has both a great tradition and a great future in the _____ industry. It is obvious that your company is emerging as a leader in the _____ field. I would like to be on that team.

I believe that my organizational skills and my outgoing personality will enable me to contribute to your high standards. I am confident I can provide many valuable contributions to your organization.

I look forward to hearing from you in the near future to schedule an interview at your convenience. I hope to learn more about your company's plans and goals, and how I can contribute to its success.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Kent Cash
53700 Bellervue Common
Glendale, AZ 85308

Dear Mr. Cash:

I am extremely interested in obtaining a/an _____ position with _____ (company). I have outlined some background information about myself below and attached a copy of my resume for your consideration.

As a/an _____, I was responsible for _____. This experience has enhanced my ability to think and work productively under pressure. I possess a hard-working ethic in pursuit of excellence, superior organizational and managerial skills, and team building talents, resulting in high goal attainment.

Detailed on my resume, you will find a solid background in _____. I believe this background provides the necessary experience you require. I would welcome the opportunity to speak with you in person about my career possibilities with _____ (company). Thank you for your time and consideration.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

David Coobs
27273 Veterans Circle
Arlington, TX 76016

Dear Mr. Coobs:

The enclosed resume details the wide range and depth of my _____ experience. I can bring both technical expertise and understanding of people and their critical issues to your company.

I am particularly interested in a position with _____ (company) because of my background in _____. Recent examples of my work include _____ years of front-line management experience in marketing and selling international products and services.

Based upon my job experience and educational qualifications, I am confident that I can bring effective leadership to your company. I would appreciate the opportunity to further discuss my credentials with you during a personal interview.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Greg Beyer
25435 Hammond Road
New Castle, CA 91360-0396

Dear Mr. Beyer:

As someone who has devoted nearly _____ years to the study of _____, I was more than intrigued by the recent accomplishments of your company in developing and promoting _____. My purpose in writing is to inquire about whether you might have any positions available in _____.

I have strong evaluation, planning, and leadership skills. I also have the motivation and drive to be an asset to any company. I consistently present a high-profile, professional demeanor, complemented by a positive, "can-do" attitude.

I welcome the opportunity to elaborate on how I could make a substantial contribution to your organization. I look forward to talking with you soon. Thank you.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Sam Murphy
845 Town and Country Common
Indianapolis, TX 78247

Dear Mr. Murphy:

Please consider my qualifications for the position of _____. I have learned that an opening is available on your team. I would seriously like to be considered as a candidate.

With several years of experience in _____, I am confident I will make a significant contribution at your firm. What makes me different from other applicants?

- I am self-motivated and dependable
- I have demonstrated poise and confidence while speaking and presenting
- I easily establish excellent rapport with others
- I can quickly identify needs and problems, and then provide solutions

If, after review of my resume, you would be interested in conducting an interview, please feel free to contact me at my home or office. I am very eager to meet with you and explore the possibility of utilizing my experience and knowledge to benefit _____ (company). Thank you for your time and consideration.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Donna Albright
57271 Rock Willow Common
Mission Viejo, MD 21740

Dear Ms. Albright:

Enclosed is my resume outlining my skills, abilities, experience, and education. As you can see, I have the education, experience, and track record that clearly demonstrates my qualifications to contribute in a major role at _____ (company).

A strong academic study of _____ (major) at _____ (school), as well as experience in _____ at _____, has developed my _____ skills. In addition, a strong background in _____ enables me to _____ effectively.

I would like to thank you in advance for your time and any consideration you may give me. I look forward to hearing from you.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Morton Sillings
30844 Ceder Terrace
Suite 339
Worcester, MA 02375

Dear Mr. Sillings:

With this letter and resume I would like to extend my interest in a position that fully utilizes my professional skills and personal abilities.

I have recently graduated from _____ with a GPA of _____. While at _____, I focused my studies in the areas of _____. I am now ready to _____.

Please include my name in your employment database. I would seriously like to be considered as a candidate for the position of _____ and look forward to pursuing this avenue with you more fully. Thank you for your time and attention.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Jennifer Hernandez
83521 Veterans Terrace
Suite 509
Nashville, IL 60047

Dear Ms. Hernandez:

While working as a/an _____ with _____ (company), I spearheaded the _____ project. As a/an _____ with _____ (company), I facilitated _____. My verifiable record makes me confident that I can contribute to your firm's goals as well by _____.

I am organized and detail-oriented, work well under pressure and deadlines, enjoy working with a variety of people, and have a great attitude. I am looking for a creative, challenging, growth-oriented position and would like the opportunity to learn more about your corporation. What you need and what I can do sounds like a match!

I hope that we will have the opportunity to discuss my qualifications further during a personal meeting. Thank you for your consideration.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Louis Steuber
29058 Seawind Terrace
Apt. 411
Glendale, AZ 85308

Dear Mr. Steuber:

I am interested in securing a position with _____ (company) where my abilities and qualifications can be fully applied to our mutual benefit. My resume is enclosed for your review and consideration.

I am currently finishing my studies to obtain a degree in _____ at _____. Having established competence in _____, I have innovative ideas and the courage to use them.

The enclosed resume will provide you with further particulars on contributions that I have made to my employer. Perhaps _____ (company) may wish to capitalize on my creativity and energy as well. If so, I can be reached at either my office or home telephone numbers listed above.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Donna Gordon
58879 Second Ave.
Apt. 474
New Castle, CA 91360-0396

Dear Ms. Gordon:

I am a/an _____ with an excellent documentable record of accomplishment and success in my field. Highlights of my background include _____, _____, and _____. I believe that my qualifications, along with my drive and determination, would make me an excellent candidate for a position with _____ (company).

With _____ years solid _____ experience with emphasis on _____, I am a recognized problem-solver. I also have a solid reputation for realizing corporate goals and objectives and enjoy working independently as well as in a group. Additional details are provided on my resume.

My resume is enclosed. Thank you for reviewing my credentials. I look forward to hearing from you.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Maria Taylor
72579 Greene Common
Arlington, TX 76016

Dear Ms. Taylor:

I have taken the liberty of contacting you directly since you are aware of the current and future business plans for _____ (company). This letter is to introduce myself to you so you can determine how I may be beneficial to your company.

As a highly motivated professional, I enjoy the challenge of complex, demanding assignments. My well-developed writing and communication skills are assets to any organization.

I have enclosed a copy of my resume for your perusal. Thank you for your time and courtesy in reviewing this material and for your consideration of my qualifications for the open position. Please contact me at your earliest convenience so that I may share with you my background and enthusiasm for the position.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Glen Coleman
81559 Polaris Street
Worcester, MA 02375

Dear Mr. Coleman:

As a/an _____, with experience in _____, I feel my background may be of interest to you. My qualifications include:

- _____
- _____
- _____

I have always had an interest in _____, and believe that this enthusiasm shows in my work. I respond well to a challenge and enjoy the opportunity to enjoy the rewards of hard work and dedication.

I look forward to hearing from you in the near future to schedule an interview at your convenience. I hope to learn more about your company's plans and goals, and how I can contribute to its success.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Jeff Peterman
46152 Larkin Terrace
Apt. 291
Beaverscreek, AZ 85375-0496

Dear Mr. Peterman:

The art of _____ and the need for _____ will always be essential to the population at large. As a professional with over _____ years experience in _____, _____, and _____, I am currently seeking new challenges in _____.

By hiring me, _____ (company) could benefit from my enthusiasm and strong instinctive sense. I am a risk taker, able to take action in new situations, and a team player who is extremely motivated and assertive. I have a proven ability to deal with a crisis in a calm, professional manner.

Please contact me at your earliest convenience so we may organize a brief phone conference or possible interview. I look forward to the opportunity to discuss your open position, and how I might fit into your organization.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Ron Aliotta
37985 Seventh Place
Annandale, NH 03461

Dear Mr. Aliotta:

After a/an _____ year career as a/an _____ (career), I have seen many examples of great leadership. What separates the truly successful from the rest is how important they feel their contributions are to the goals of the corporation. Are you looking for a/an _____ who can motivate a team to implement plans that not only meet but exceed growth and financial goals? If so, I am the person who can deliver these contributions.

As an experienced professional with excellent _____ skills, I am interested in becoming a/an _____ at _____ (company). I am attracted to your firm because of the praise you have received from professionals in the field. Here is what I can contribute to your firm.

Should you have an appropriate opening which parallels my background, I would appreciate a personal interview. I look forward to hearing from you.

Sincerely,

Drew Sterling

Enclosure

January 1, 2004

Herbert Peter
55256 West Lake Terrace
Suite 247
Seattle, WA 98136

Dear Mr. Peter:

Sincerely,

I bring a unique blend of tenacity, humor, flexibility, leadership skills, and other motivating qualities, and I am able to give you a lot for your employer investment. I am adept at both oral and written communication and interact effectively with individuals of all levels. I have earned a reputation as a valuable and cooperative coworker by being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times; and assisting new managers and other staff to become familiar with policy and operations.

I am looking for a growing firm where I can contribute my skills and dedication. I believe I would be a valuable asset to _____ (company).

If it appears that my qualifications meet your needs, I will be happy to discuss my background in a personal meeting. I will be contacting you in the near future to follow up on the status of my application.

Drew Sterling

Enclosure

January 1, 2004

Jeff Wilcox
44543 Fourth Circle
Mission Viejo, MD 21740

Dear Mr. Wilcox:

Do you have opportunities for a professional with nearly _____ years of successful _____ experience? Your recent _____ article indicates that you may have clients who can benefit from my expertise.

Throughout my career I have been known as a quick learner, self-starter, and a dedicated worker. I have demonstrated my ability to handle a variety of tasks effectively and deliver on deadlines. Although I work well independently, I am equally comfortable working as part of a team.

I am convinced that I can make an immediate contribution toward the growth of _____ (company) and would hope that we may explore this opportunity further at your convenience. Please contact me if my qualifications match your current opening in order to further discuss my background.

Sincerely,

Drew Sterling

Enclosure