

[Business- Extensive Experience]

Jane Wilson
123 Penny Lane
Chicago, IL 60606
708-123-4567

October 10, 2011

Mr. Michael Perry
ABC Books
1234 Cicero Avenue
Matteson, IL 12345

Dear Mr. Perry:

As a high-energy, successful administrative assistant for a busy library and media center, I feel very confident applying for the legal textbooks sales position with ABC Books, as advertised in the *Chicago Sun Times*. Over the past three years, I have been recognized as both Outstanding Employee of the Year and awarded the Merit Achievement Award within our organization for my outstanding speaking, writing and communication skills.

In this position, I have gained an extensive, knowledgeable background in both legal textbooks and the ability to research legal issues for clients. Additionally, I have developed professional relationships with many lawyers, judges and law students who could be additional potential customers for your marketing base. Just as I have worked to cultivate successful relationships within my position, I would use these same skills to develop a territory to that level.

I have also designed and implemented a better system for imputing data into the customer database, which had streamlined the processing of book checkout by over 20%, saving time and money. It is with this same enthusiasm that I apply for the Legal Textbook Sales position with ABC Books. I look forward to meeting with you to discuss this transition and how I can contribute to the continued success of your company in greater detail. Thank you for your consideration.

Sincerely,

Jane Wilson