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March 15, 2005 Lance Jones VP Business Development McClain Companies 15 Walnut Street Philadelphia, PA 12345 Dear Lance: I am writing to you as a fellow graduate of Hofstra University (class of 2000) and would sincerely appreciate any insight you could provide me into McClain Companies. I have been working in sales for almost five years, and I am now looking to transition into corporate human resources at a company such as yours. Although successful in my sales career, I have realized the aspects of my work I find most rewarding are all in HR-related functions. The following offers a few highlights of my qualifications: Solid foundation in HR affairs: As senior account executive, I have been responsible for a number of HR functions, including recruiting, interviewing, hiring and training new employees. A quick learner of complex concepts and legal issues, I am eager to broaden these competencies. Dynamic communication style: I am adept in building relationships, consensus and a shared sense of purpose. I am known for my ability to quickly establish trust with employees, mediate disputes and motivate others into action. Experience in corporate training: A constant throughout my sales career has been my passion for the design and delivery of staff-development programs. Comfortable and experienced giving both large- and small-group presentations, I have conducted

hundreds of training seminars for diverse audiences across all organizational levels. If you know of anyone within McClain Companies who might be looking for someone with my qualifications, I would be very grateful for your referral. Thanks in advance for any assistance you may be able to provide. Kind regards, Bridge Bobo

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