

Shannon Guidry

1000 Breezeway Ave. Apt. Z Baton Rouge, Louisiana 70816 (225) 700-5000
sgn@bellsouth.net

June 12, 2005

Courtney Mills
Human Resources
Office of Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70804

Dear Ms. Mills:

I am very interested in obtaining a position as a Staff Auditor in the area of financial audit, which will allow me to utilize my knowledge of accounting while providing a professionally challenging new area of employment.

In May of 2005, I completed my Bachelor of Science degree in Accounting at Southeastern Louisiana University. I am presently preparing to take the CPA examination in November of 2005. I hope to join the Office of Legislative Auditor where I can learn, further develop professionally, and build a long-term career in the field of accounting.

I have enclosed a resume and an application that briefly outlines my qualifications. Some key points that I would like to bring to your attention include:

- As a Dean's List student, I successfully completed all accounting and business courses, which have prepared me to apply theoretical knowledge to a real-world environment.
- As Vice President of Finance of the American Marketing Association student organization, I was responsible for maintaining accounting records and for presenting financial reports to the executive body and its members.
- In addition to defraying educational and living expenses, my employment experiences have taught me personal responsibility and the importance of both teamwork and leadership. I also have a strong work ethic of being honest and loyal to an organization.
- Equally strong are my organizational, problem-solving and communication skills. I thrive in fast-paced environments that require independent thinking and decisive action. I am ready to meet new challenges and deliver strong results as a valued member of the audit team.

I am confident that my education and experience to date provide me with skills that would be beneficial to the Office of Legislative Auditor. I appreciate your time and consideration. I would enjoy speaking with you in person to discuss further career possibilities. Please call me at (225) 700-5000 to arrange for a convenient time for us to meet.

Sincerely,

Shannon Guidry
Enclosures

MELANIE S. JONES

Denham Springs, LA 70726
225-429-0000 / melsjon@abc.com

September 30, 2005

D. A. Magee
Keating Magee
2223 Magazine Street
New Orleans, LA 70130

Dear Mr. Magee:

Please accept this letter and resume as my application for a position at Keating Magee. I am seeking a position that will benefit from my leadership and creative abilities, as well as knowledge and skills in marketing techniques and research.

I will be graduating with a Bachelor of Arts in Marketing in May 2006. I have obtained the skills and experience necessary to succeed in my areas of interest through my coursework at Southeastern Louisiana University and my positions as a Sales Associate in a retail environment, an Office Assistant in an insurance agency, and as an Orientation Leader in a university admissions office.

My coursework provided an excellent foundation in marketing principles and techniques. Courses such as Personal Selling, Consumer Behavior, Advertising, e-Commerce, and Marketing Research, offered me the opportunity to develop increased awareness of theoretical perspectives, as well as practical application of theory, through an effective combination of classroom lecture and course projects involving simulations of marketing situations, issues and challenges.

Additionally, my work experiences have allowed me the opportunity to apply what I have learned in the classroom to real-world situations, and with success. All of my positions required the ability to promote my employer's services/products through innovative marketing techniques and excellent customer service abilities. I have also expanded upon my leadership abilities, team work skills, and creativity through my course team projects, and as Vice President of a student organization, Phi Mu Fraternity. As Vice President of Phi Mu, I planned and organized the annual "Children's Philanthropy" workshop for the American Heart Association. This experience required self-motivation and motivation of team members, planning and organizational skills, and creativity in developing fundraising and promotional ideas - additional strengths I was able to develop and apply to an event which was extremely successful in terms of participation numbers and ideas generated.

In researching Keating Magee, I discovered that you are prominent in the advertising and public relations industry. I am also impressed with the position that your company has established in the areas of public relations, corporate communications, marketing, sales promotion, and media planning and buying. With the accumulation of this information, I am confident that I could successfully meet your company's expectations of commitment to excellence in the areas of hospitality and entertainment, technology, and social marketing.

Attached is my resume, I look forward to an interview and opportunity where we may further discuss my qualifications and desire for employment in your professional environment.

Thank you for considering my request.

Sincerely,

Melanie S. Jones

Attachment

Jennifer M. Villanova

0000 Old Covington Highway, Apartment Z
Hammond, LA 70403
(985) 555-0000 jvilla123@selu.edu

March 9, 2005

Logistics Coordinator Search Committee
Columbia Theatre for the Performing Arts
SLU 10797
Hammond, Louisiana 70402

Dear Search Committee Chair:

I am writing in reference to the Logistics Coordinator position that is available in your department. I believe that the combination of my education, experiences as a Southeastern Louisiana University undergraduate and graduate student, and my work experience, will greatly benefit the Columbia Theatre/Fanfare program.

Upon graduating from Southeastern in December 2002 with a Bachelor of Arts in Sociology, I decided to further my studies by enrolling in the Applied Sociology graduate program at Southeastern, and will graduate this semester. I chose to pursue this program of study because I felt it would provide me with a strong foundation in organizational structures, systems theory, evaluation and assessment, and research methodology – areas of knowledge that would prepare me to contribute in a range of work environments.

I was able to work on many team projects at the bachelor's and master's level as a student at Southeastern, and was involved in student organizations - serving, for example, as a Senator for the Student Government Association. As member of the Southern Sociological Association, I had a research paper accepted by the Association for presentation at conference. My involvement in class team projects and in student organizations allowed me to develop strong leadership skills, including the ability to communicate effectively, to work productively as part of a team, to plan, organize, and implement activities and projects, and to both self-motivate as well as motivate others. Additionally, as a Graduate Assistant for both an academic department and a student programs office at Southeastern, I applied creativity in developing promotional materials, as well as polished my public speaking skills through numerous presentations to student groups.

In reading the job description for the Logistics Coordinator position, I see a strong correlation between the qualifications you are seeking and those that I possess. I would welcome the opportunity to become a part of the continually expanding Columbia Theatre/Fanfare program. I am very impressed with the growth this program has exhibited over the past few years, and greatly appreciate the value added to the Southeastern and Hammond communities by the growth of your program.

Enclosed are my resume, list of references, and college transcript; letters of recommendation are forthcoming. I appreciate your consideration of my application and look forward to the opportunity to interview with you. If additional information is needed, please contact me.

Sincerely,

Jennifer M. Villanova

Enclosures

MICHAEL J. ROME

20000 Hwy 48 Springfield, LA 70000 Home: 000-555-5555 Cell: 000-555-5555
mrome121@charter.net

April 7, 2005

Mr. Garrick Robert
Employment Relations Coordinator Search Committee Chair
Office of Career Services
Southeastern Louisiana University
SLU 10492
Hammond, LA 70402

Dear Mr. Robert,

I would like to submit this letter, along with my resume, as application for the position of Employment Relations Coordinator for the Office of Career Services at Southeastern Louisiana University. Serving in this position will be an excellent opportunity for me to share my abilities with a fast-developing career services environment at a leading university. Having developed strong management, marketing, customer service and technical skills relevant to academic environments through employment at Southeastern Louisiana University, I find the opportunity to contribute these skills to your organization exciting.

My most recent experience at Southeastern, as a graduate assistant for the Office of Career Services, included assisting the Director in cultivating relationships with employers and other professionals. This goal was accomplished through implementing a range of marketing activities, which require energy, initiative, attention to detail, and a commitment to presenting a positive image of the office to its constituents. One way I achieved this goal was by working with the Employment Relations Coordinator to solicit employers to conduct On-Campus Interviews at our location. Once employers were committed to participating, I assisted in marketing these opportunities to students via flyers, e-mails and other promotional material.

In addition to the above responsibilities, I worked closely with the Student Technology Liaison to ensure eRecruiting and the department webpage contained up-to-date information. These tasks aided in my proficiency with eRecruiting software from an administrative standpoint. With that learned proficiency, I gained advanced knowledge of Job Vacancy Postings and Resume Referrals, two key components to the job placement mission of Career Services. Additional responsibilities assigned by the Director included researching and writing comprehensive reports, such as one defining cooperative education and internship programs at various universities. In addition to these responsibilities, I assumed a leading role among the student support staff in assisting in the daily operations of Career Services by completing tasks assigned by all four professional staff members.

As a teacher of English, Publications and Catholic Studies at Ascension Catholic High School, I developed the skills necessary to coordinate the day-to-day activities of six class periods. Some of my responsibilities included creating goal-specific weekly lesson plans, developing exams and other projects to evaluate students and selecting texts in modern American literature for students to read and respond to. In addition to these duties, and serving as junior class sponsor, I managed a team of 19 students responsible for producing the Ascension Catholic School yearbook.

My management and customer service skills were also honed in the private sector. While I was employed at the Holiday Inn Atrium and Conference Center, our hotel ranked number one in the region for over two years. Our scores in customer service were unparalleled by other hotels in our region. That type of team environment, with individuals working together towards common organizational goals, allowed me to develop extensive interpersonal skills in relating to co-workers and management, as well as to customers.

I hope to bring my task-oriented work ethic, and my technical and professional skills to advance the mission of Career Services. I look forward to the opportunity to meet with you to further discuss how I may assist your organization in achieving its goals. Please feel free to contact me at any time. Thank you for your consideration.

Sincerely,

Michael J. Rome
Enclosures

Jonathan Mason

1414 Kendrick Drive, Kenner, LA 70707
504-873-0000 john12@cox.net

March 21, 2005

Hiring Manager
Bayou BoatMakers Company
New Orleans, LA 70111

Dear Hiring Manager:

Please accept this letter and resume as application for the Manager Trainee position with Bayou BoatMakers Company, as advertised on your web site. With an educational background in management, and work experience in various aspects of business operations and customer service, I believe my qualifications are an excellent fit with the requirements for this position.

On May 15, 2005, I will graduate with my Bachelor of Arts in Management from Southeastern Louisiana University. This educational preparation has enhanced the practical knowledge I acquired in my work experience. I have, collectively, over five years of experience in successfully managing operations, and in employee training and supervision, in both business and military environments, as well as over two years of experience in customer service.

Throughout my career, I have consistently been promoted to increasing levels of responsibility, which fostered the development of my leadership skills. I have had the opportunity to train and supervise other employees in organizational operations/customer service techniques. As a manager, I lead both by example and by facilitating a desire to learn on the part of those I lead, developing positive, mutually beneficial working relationships in the process. Additionally, I have been consistently recognized for producing work of the highest quality, working effectively and efficiently within timelines - always with the goal of making a positive impact on company goals and profits.

In researching Bayou BoatMakers Company, I discovered that you are the leading distributor of boating safety devices in the Southeast Louisiana region. Your company has a long history of providing the highest quality boating safety products for recreational boats, and has an excellent reputation for "giving back" to your community in the form of community service programs to encourage entrepreneurial interests in disadvantaged youth. In short, yours is the type of organization in which my experience, energy, and enthusiasm would positively impact operations and customer satisfaction, as well as allow me to contribute to community development and improvement.

Attached is my resume. I am available for an interview at a mutually convenient time. Please let me know if further information is needed. Thank you for your time and consideration.

Sincerely,

Jonathan Mason
Attachment

Angela Randolph

4440 Hinson Ave., Hammond, LA 70403
willrandolph1@aol.com

985-555-0011

April 20, 2005

Ms. Sheri Johnson, Branch Manager
AmSouth Bank
0011 Harvard Avenue
Hammond, LA 70402

Dear Ms. Johnson:

I am contacting you regarding possible employment opportunities with AmSouth Bank. I am seeking a position in which I may utilize my general business and financial skills and be an asset to an organization.

A recent graduate of Southeastern Louisiana University with a Bachelor of Arts in General Business, I am confident that I have obtained the knowledge and skills necessary to succeed in my career through my coursework at Southeastern and my work experience in customer service settings. I am looking forward to applying the knowledge I acquired in the classroom, as well as the skills developed in business environments, to a professional position.

Through my participation in class team-based projects and my work experience, I was able to apply and enhance my excellent communication and interpersonal skills. As my previous employers will verify, I have been recognized as a quick learner, highly self-motivated, attentive to detail, and organized. I have also demonstrated creativity and analytical skills in making work-related decisions and in carrying out my responsibilities. Although I work well independently, I enjoy being part of a team and work well with co-workers and all levels of management.

In researching AmSouth, I discovered a quote by your current CEO, who stated that AmSouth is a bank comprising people committed to being the best, and exceeding expectations in all of the organization's relationships. I have experienced this philosophy myself as a customer of AmSouth Bank. I am impressed with the standards of AmSouth, and find the possibility of working for your organization exciting – it would be an honor to be a part of your team.

I look forward to an interview with you in the near future. During the interview, I hope to learn more about your organization's plans and goals and how I may contribute to its success. My contact information is listed above for your convenience.

Thank you for your thoughtful consideration in reviewing my resume and my request for an interview. Please let me know if further information is needed.

Sincerely,

Angela Randolph

Enclosure

Gary Finch
5450 Gilmar Rd.
Ponchatoula, LA 70454
(985) 777-8888
W000000@selu.edu

August 21, 2005

Bancroft Corporate
732136 Ridgewood Dr.
Metairie, LA 70001

Dear Human Resource Manager:

Please accept this letter and resume as my application for a position at Bancroft Corporate. I am very interested in obtaining a position as a Medical Supply Sales Representative with your company, and believe that, upon reviewing the enclosed resume, you will agree that I possess the knowledge base, skills set, and experience that such a position requires.

I am presently attending Southeastern Louisiana University, and I will be graduating in December 2005 with a Bachelor of Science degree in Biological Sciences. The course work required for this degree has provided me with a solid knowledge base in biological principles, biochemistry, and anatomy and physiology. I have also completed course work in marketing and communication. I believe that the knowledge I have acquired through this variety of course work would contribute to my success as a Medical Supply Sales Representative for your company.

My work experience includes retail sales, research assistant, and provider of tutoring services for students. These job opportunities have allowed me to develop responsibility, professionalism, and leadership skills, and the ability to effectively multitask and prioritize tasks and projects. I am excited by the possibility of interacting with customers/clients to educate them on a product or service that will enhance their quality of life. I believe I can continue to apply this desire to genuinely and effectively meet the needs of my customers/clients, as well as my strong work ethic, to my chosen career of medical sales, resulting in exceeding your performance expectations.

In researching Bancroft Corporate, I discovered that the company prides itself on quality, commitment, trust and respect in both product sales and service. I am impressed by the fact that the company is passionate about its goals and about facilitating winning teams, as well as performing as an aggressive competitor. With the accumulation of this information, I am confident that I could successfully meet your company's expectations and assist you in reaching your goals through applying my education, experience, and enthusiasm.

Attached is my resume. I look forward to an interview and opportunity where we may further discuss my qualifications and desire for employment with Bancroft Corporate. Please contact me if additional information is needed.

Thank you for considering my request.

Sincerely,

Gary Finch

Attachment