Jerry Lau

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jerry.lau@email.com

May 6, 2021

Melinda Greene

Marketing Manager

Bimbles

123 Business Rd.

Business City, NY 54321

Dear Ms. Greene,

It was with great interest that I learned that HR will be accepting applications for a permanent full-time Sales Associate in the Young Men's Department. I have been employed as a temporary seasonal employee since November. I am very interested in staying on at Casey’s in a permanent position. Please accept my resume for review and consideration.

Before moving to Anytown last spring, I worked as a Sales Associate at Bimbles in Bigville for three years. My experiences included customer service, inventory control, and merchandise display.

Working at Casey's has been very rewarding, and I would appreciate the opportunity to become a permanent employee. I feel that both my previous experience and the commitment I have shown as a temporary employee make me an excellent candidate for the open position.

Best Regards,

*Signature* (hard copy letter)

Jerry Lau

Edward Rodriguez

123 Main Street, Anytown, CA 12345 · 555-555-5555 · edward.rodriguez@email.com

September 1, 2018

Bradford Janning

Marketing Manager

ABCD Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Janning,

As you are aware, I have a been a contract worker for ABCD Company for the last two years. I am very interested in the permanent marketing position that was recently listed on the company website.

Before moving to Anytown last spring, I worked in marketing for Amadorn Associates, where I was responsible for digital, print, and social media for the corporation. In a role similar to the posted position, I performed market research, analysis, and reporting to assess the success of our campaigns.

Working at ABCD has been rewarding, both professionally and personally, and I would appreciate the opportunity to become a permanent employee. I feel that my previous experience and the commitment I have shown as a contractor make me an excellent candidate for the open position.

I have attached my resume for your review and consideration.

If I can provide any further information, please let me know.

Best Regards,

Edward Rodriguez