P. O. Box 1234

Constant Spring Road

Kingston 5

**JAMES R. WRIGHT** (876) 555 - 2345

August 1, 2003

Ms. Marilyn Smith

Smith’s Partnership

South Camp Road

Kingston

Jamaica

Dear Ms. Smith

I am writing you at the recommendation of Mr. Bill Smith of Constant Spring Council in Kingston. I developed a very amicable working relationship with Bill and the rest of the AEC staff during the short time I was there. As of September 1, however, I will be establishing permanent residency in South Camp Road area and am seeking employment in the field of international marketing/ management. Bill believed you would be a good person to talk with about the business scene and where the best employment opportunities in my field are to be found. Please note my qualifications:

* **Advanced Education – Master of International Management:** Graduated from “Thunderbird” graduate school, devoted exclusively to international business. Performed extensive graduate research and writing projects demonstrating my understanding of management, marketing, and finance on the international level.
* **Unique International Business Skills – Proficient in German:** Earned an undergraduate degree in German. Spent one year living in Freiburg, Germany, while studying German at Ludwigs Universitat.
* **Demonstrated Organizational Skills, Technical Competency:** I have a consistent record of achievements and honors. In academics, nonprofit organizations, and employment, I have always taken, or been asked to accept, additional responsibilities, thus reflecting my honest work ethic, skill in organizing work for expeditious completion, and ability to work under pressure.

Enclosed is my resume for your review. Perhaps you may have a suggestion or two of whom to contact or where to look. Aside from my search for employment, I would genuinely enjoy meeting you, as Bill has spoken so highly of you. Since I plan to make South Camp Road my permanent home, I am interested in developing a relationship with the community and its people for reasons beyond employment. I will call your office next week to see if you may have 5 or 10 minutes to meet with me sometimes in the future.