

250 Main Street
Wake Forest, NC 25555
(919) 555-1234
May 26, 200X

Jane Sawyer
Human Resources Director
Workplace Options
6500 First Blvd., Suite 300
Raleigh, NC 27604

Dear Ms. Sawyer:

I am eager to achieve new goals, learn new skills and interact with new people. These are the reasons why I am responding to the advertisement in the Sunday edition of the *News and Observer* on May 25 for the position of Resource and Referral Specialist at Workplace Options. I researched the company website and believe I can contribute and enjoy the ultimate goal of improving families' options by providing assistance to their work/life issues.

My years at Meredith College have given me many opportunities to work on task-oriented research assignments both individual and group designed. My project assignments have run the gamut from a group project about families dealing with chronic illness to an individual project about special needs for people with a physical disability. My internship at Resource for Seniors Inc. in Raleigh has equipped me with the basic knowledge and exposure to a resource and referral work environment. During this internship I researched and updated files and talked with clients about their various needs and concerns. I realize each organization has its own methods of conducting business. I am excited about providing my knowledge as well as learning new approaches to achieving results.

I look forward to the opportunity to discuss my qualifications with you in person. With regard to my salary requirements, I am willing to consider a salary consistent with my education and experience. I look forward to hearing from you.

Sincerely,

Lindsey Fuller

Enclosures