GRAYSON HILL
3312 Estes Park Drive
Allens Park, CO 80541
(970) 555-5555
grahill@du.edu

July 6, 20xx

Mr. Abe Basin
Employment Manager
SkiLand Company
510 Pallavicini Alley
Loveland, CO 80443

Dear Mr. Basin:

As an admirer of Sam Dalton, I watched several years ago when S-Mart opened a store in my hometown. I was intrigued by the wonders of mass distribution, discount prices, and retail innovation. I read in last week's edition of *Sports Retail* that one of your subsidiaries, SkiLand, is looking to grow beyond the 200 retail stores it currently operates in the Northeast. My human resource approach can help your company make sound strategic personnel decisions as you expand into the Rocky Mountain region. Your advertised position as Human Resources Manager fits perfectly with my background and experience.

For the past six years, I held increasingly responsible positions in the human resources profession. I began my career as an Assistant Store Manager at Dart Brothers, a large sporting goods store, and was promoted to Manager after 18 months. Three years ago, I accepted a position as Director of HR for Cysco, another rapidly growing distributor of food products supplying large restaurant chains. At both Dart Brothers and Cysco, I served as an HR Generalist and am very familiar with all aspects of personnel functions including: recruiting, staff planning, professional development training, working with unions, employee relations and enhancement programs as well as salary and benefits programs.

I am very enthusiastic about having an opportunity to discuss your management team's plans for the future, and the Human Resources department's role in making these goals a reality. I will call you the week of July 12th to confirm the receipt of my resume and schedule a mutually convenient time for us to get together.Thank you for your consideration and time.

Sincerely Yours,

Grayson Hill