

February 3, 2007

Professor Christine Bauer-Ramazani
BU – 113D
Saint Michael's College
Colchester, VT 05439

Dear Professor Bauer-Ramazani:

I wish to be considered for the General Manager position in class. I am aware that each company is in need of a General Manager and I believe that my organizational skills and understanding of the department may be of service. My résumé is enclosed in support of my application.

As a business major at Saint Michael's College, I have encountered many educational opportunities where the need for a leader arises. Whether it is taking the leadership role in a discussion group, or speaking in front of a large crowd, I enjoy working with others and possess the skills needed to guide and assist group members in completing any job successfully. I am confident in my effort and strive to achieve thorough results in every accomplishment. My work as assistant at a commercial real-estate group helped me to develop not only my communication abilities but my competence in computer technology as well. At an internship in France, I learned to connect with employees and work as a group to accomplish common company goals. My confidence and assertion in the work place shall create a positive combination needed in a General Management position.

I am enclosing my résumé and would be willing to send written references upon request.

I am available for an interview at your convenience, and I will contact you in the next few days to see if this might be arranged.

Thank you for your consideration. I look forward to speaking with you.

Sincerely,

Angela XXXXX
Saint Michael's College
Box XXXX Winooski Park
Colchester, VT 05439
(000) 000-0000
e-mail: xxxxxxxxx@smcvt.edu

enclosure

ANGELA XXXXX

Permanent Address

18 New South Drive
Amherst, NH 03031
(603) 673-7240
acmarcucci@yahoo.com

Current Address

1 Winooski Park
Colchester, VT 05439
(603) 860-7375
amarcucci@smcvt.edu

OBJECTIVE

A position as General Manager

EDUCATION

Saint Michael's College, Colchester, VT
Bachelor of Science in Business Administration, May 2010
Minor in Finance
3.63 G.P.A. overall 4.0 G.P.A in major

Honors: Dean's List, Fall 2006

SKILLS

Proficient in French
Computer experience: MS Word, Power Point, Outlook, Internet Explorer, strong writing, analytical and organizational skills

**BUSINESS
EXPERIENCE**

Intern, Teknes France Incorporated, Le Chesnay, France
•Assisted company administratives, worked with sales representatives to organize customer files. Summer 2005

**OTHER
EXPERIENCE**

Commercial Real-Estate Assistant CSM Development Group, Amherst, New Hampshire
•Made phone calls to customers, made appointments, viewed potential property listings, designed business cards and professional signs. 2005-present

**INTERESTS
AND
ACTIVITIES**

Moderator Souhegan High School Amherst, New Hampshire
New Hampshire Political Candidate Forum
•Presented to the public, discussed political motives with candidates, moderated forum. Fall 2005

Activity Advisor Souhegan High School Amherst, NH
Students Against Destructive Decisions
•Communicated events, met with student representatives, organized and planned club events. Academic year 2005-2006

Class Executive
Souhegan High School, Amherst, NH
•Organized meetings, planned and communicated events to student body, worked with available funds, Academic years 2003-2006

Saint Michael's College Dance Team 2006-Present

Writing, music, painting, dance, playing piano, and fly-fishing

REFERENCES

Available upon request