

1234 5<sup>th</sup> Avenue  
Huntington, WV 25701

December 12, 2006

Mr. John Doe, Manager  
Marshall Artist Series  
Marshall University  
One John Marshall Drive  
Huntington, WV 25755

Dear Mr. Doe:

I am writing in response to your advertisement on Marshall University Career Services eCampusRecruiter website, for the position of Events Planner. Please consider my enclosed résumé as formal application for the position.

I will graduate from Marshall University's Lewis College of Business in May 2007 with a degree in Business Administration. The position of Events Planner for the Marshall Artist Series is exactly the opportunity I am seeking.

As you can see from my résumé, I performed a 400-hour internship at the Veteran's Memorial Field House assisting the Events Coordinator in all aspects of facilities scheduling and management. The "hand on" experience I gained through my internship confirmed my desire to work in this field. I am excited about the possibility of an opportunity to work with a great organization such as the Marshall Artist Series.

I look forward to meeting with you personally to discuss how my qualifications can benefit the Marshall Artist Series. I can be reached at the address or telephone listed on my résumé. Thank you for your consideration.

Sincerely,

Rebecca B. Smiles