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February 10, 2022

Lisa Jackson  
Construction Supply Co.  
123 Coliseum Blvd  
Montgomery, AL 36109

Dear Ms. Jackson:

I enjoyed meeting you and members of your team last week at the Auburn University at Montgomery Career Fair. I am formally applying for the entry-level Operation Management position that we discussed last Wednesday. I am a senior majoring in Management and expect to complete my degree in May 2022. I am excited about this position and hope to contribute my background and skills to growing the company's customer base and sales.

While in college, I have developed my leadership skills by completing leadership courses and leading team projects. I've also held leadership positions in campus and community organizations. I am an inclusive manager and value my team members. Through my part-time work while completing my degree, I have gained sales experience and deliver excellent service to a diverse group of customers.

I've attached my resume for your review. I would appreciate the opportunity to discuss my qualifications with you in a formal interview. Thank you for your time and consideration.

Sincerely,

*Joshua Williams*

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