RACHEL T. BRADMAN YourEmail@gmail.com 555.555.555

Date

RE: MidWestBest Outdoors' Retail College Graduate Career Programs

Dear Hiring Team:

Like most serious outdoors enthusiasts in Ohio, I frequently purchased clothing and equipment from your stores the entire time I lived in Columbus while I attended Ohio State University. Last month I graduated with a Bachelor of Fine Arts (BFA), and a BA in International Studies. My goal ever since I was in high school has been to use my creative side to work with an organization that is focused on helping the needy across the world. The competencies I would bring to MidWestBest Outdoors include:

- International Experience Internship, academic study abroad and volunteer time spent in Nicaragua, Honduras and Jamaica.
- Creatively Driven Creator of and fundraiser for the Columbus Go-Green Awareness project. National Society of the Humanities gallery event producer/director. Costume designer for eight independent limited budget productions.
- Motivated Initiator Increased sales and improved employee morale and customer service at the Columbus Community Theater & Radio Café. Built a sense of community through social events and encouragement exercises for the Adam Summer Players theater group.
- Dedication to Volunteering Activities include: Freshman Orientation, Ohio State University Theater Department, Ohio State University Student Government, Ronald McDonald House, Washington County Dog and Cat Shelter.

Additionally, for the past six months I have been working fulltime at The North Face® store near Ohio State University as assistant manager.

I look forward to hearing from you.

Kindest regards,

Rachel T. Bradman