

Sample Letters

Application
Advertised Opening

Clara Dickson Hall, Room 5215
Cornell University
Ithaca, NY 14853
December 10, 2008

Brian Saed
Director of High School Programs
The Princeton Review
2001 Route 46, Suite 410
Westport, CT 06880

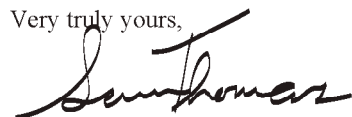
Dear Mr. Saed:

I am eager to work with a progressive organization such as The Princeton Review after I graduate from Cornell University in May. The scope of The Princeton Review's training program and philosophy of customer service are impressive. Please consider me for the Assistant Director position with The Princeton Review that you advertised through Cornell's online job listing.

I have acquired considerable managerial and supervisory experience as an undergraduate. While an administrative intern at a nursing home, I made significant contributions to the efficiency of the organization by analyzing the functions of seven departments and developing administrative systems to coordinate the efforts of 48 staff members. As program assistant in a Cornell residence hall, I supervise six resident advisors who, in turn, have responsibility for 200 students. A volunteer coordinator for my church, I oversee a corps of 50 adult and adolescent parishioners who plan social and educational activities for the parish.

The analytical skills I have gained as a biology major, as well as my practical managerial experience in a variety of positions, would, I believe, make me a valuable addition to The Princeton Review. I would welcome the opportunity to discuss my qualifications with you and will contact you within a week to arrange a time to meet. I will be available between December 26 and January 15, and on Thursdays or Fridays beginning January 19. Thank you for your consideration.

Very truly yours,



Sam Thomas

Enclosure: Resume