

Application
Advertised Opening

Class of '26 Hall, Room 5215
Cornell University
Ithaca, NY 14853
December 10, 2002

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

Dear Mr. Saed:

Please consider me for the Assistant Director position with The Princeton Review which you advertised through Cornell's online job listing. The scope of your company's training program and philosophy of customer service are impressive. I am eager to be associated with a progressive organization such as The Princeton Review after I graduate from Cornell in May, and I submit my resume for your consideration.

During my undergraduate years, I have acquired considerable managerial and supervisory experience. 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. In my role as volunteer coordinator for the Catholic Church, I created and oversee a corps of 50 adult and adolescent parishioners who plan social and educational activities for a parish of 1,000 members.

I believe the analytical skills I have gained as a biology major, as well as my practical managerial experience in a variety of positions, would 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 3, and on Thursdays or Fridays beginning January 17. Thank you for your consideration.

Very truly yours,



Sam Thomas

Enclosure: Resume