345 N Monmouth Ave.

Monmouth, Oregon

March 12, 2013

Ms. Barbara Nichols

Chief Executive Officer

Millionaire, Inc.

1357 Main Street

Atlanta, GA 30301

Dear Ms. Nichols:

Your ad for an entry--‐level position caught my attention as I prepare to begin my professional career upon graduation this spring from Western Oregon University. I say “professional” because I have worked steadily throughout college, gaining valuable experience that equips me to present Millionaire, Inc. with advantages others may not offer.

For example, as a resident advisor for a 250--‐person residence hall, I acquired strong leadership and interpersonal skills along with multiple problem‐solving techniques. I am now able to think quickly in emergency situations and in those requiring quick assessment of many factors in order to make appropriate decisions. Dealing with the diverse concerns of students, parents, and faculty, I have become adept at operating with the proper mix of authority, diplomacy, and tact.

While working in this demanding position, I achieved a 3.75 cumulative grade point average. My double major in communication and political science provided me with a thorough foundation in principles that I am certain will benefit your corporation.

I would welcome the chance to discuss opportunities at Millionaire, Inc. Please contact me so we can schedule a meeting at your earliest convenience. My phone number is (405)555‐5555.

Thank you for your consideration.

Sincerely,

*Rebecca Cole*

Rebecca Cole

Enclosure