5500 Martin Luther Blvd.

Atlanta, GA 30318

(404) 564-8972

stephanieparnold@gmail.com

Current Date

Human Resources Department

Kohl’s

5005 Mt Zion Pkwy.

Stockbridge, GA 30281

To Whom It May Concern:

I would like to apply for the position of Associate with your company. My high school English teacher, Mr. King informed me of the position.

I gained valuable experience this summer practicing with members of the JHS Varsity Basketball Team working with my teammates to accomplish our goals. Through this involvement, I was also able to sharpen my communication and leadership skills. This knowledge would be especially beneficial to your company.

As you can see from my enclosed resume, my computer skills and my English skills are well above average and I feel that I could perform any of the jobs I would be called upon to do with a high degree of competence.

It would be a pleasure to work for your company as an Associate. Please allow me the opportunity to discuss my special qualifications with you in great detail during an interview. I can be reached at (404) 564-8972 any time after 4:30pm.

Sincerely,

Your Name

Enclosure