

MODIFIED LETTER RESUME SAMPLE

4802 South Lewis
Washington, DC 20090
(202) 555-8742
October 16, 2004

Mr. Ted Bloom
Heritage Antiques
2990 M Street, N.W.
Washington, DC 20038

Dear Mr. Bloom:

Your current opening for a sales associate is very interesting, and my background and experience make me an ideal candidate for the position. I have a unique blend of experience in private industry and retailing, combined with a long-term interest in antiques. As a result, I have the following skills and accomplishments that relate to your organization.

- Acted as liaison between a sales force of eight and a variety of customers.
- Organized a community benefit antique auction of 250 pieces valued at more than \$50,000.
- Researched and acquired more than 50 Early American period pieces.
- Managed all inventory control procedures at three plant locations.
- Analyzed, interpreted, and corrected more than fifteen corporate general ledger accounts.
- Maintained payroll records for up to 100 employees.
- Interviewed and trained a clerical staff of 12.

I am excited about the prospect of working at a quality store with a clientele that shares my enthusiasm and interest in antiques. I will call you next Wednesday to see when we can meet for an interview.

Sincerely yours,

Jamie Ervin