

Jonathan Mason

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Hiring Manager
Bayou BoatMakers Company
New Orleans, LA 70111

Dear Hiring Manager:

Please accept this letter and resume as application for the Manager Trainee position with Bayou BoatMakers Company, as advertised on your web site. With an educational background in management, and work experience in various aspects of business operations and customer service, I believe my qualifications are an excellent fit with the requirements for this position.

On May 15, 2005, I will graduate with my Bachelor of Arts in Management from Southeastern Louisiana University. This educational preparation has enhanced the practical knowledge I acquired in my work experience. I have, collectively, over five years of experience in successfully managing operations, and in employee training and supervision, in both business and military environments, as well as over two years of experience in customer service.

Throughout my career, I have consistently been promoted to increasing levels of responsibility, which fostered the development of my leadership skills. I have had the opportunity to train and supervise other employees in organizational operations/customer service techniques. As a manager, I lead both by example and by facilitating a desire to learn on the part of those I lead, developing positive, mutually beneficial working relationships in the process. Additionally, I have been consistently recognized for producing work of the highest quality, working effectively and efficiently within timelines - always with the goal of making a positive impact on company goals and profits.

In researching Bayou BoatMakers Company, I discovered that you are the leading distributor of boating safety devices in the Southeast Louisiana region. Your company has a long history of providing the highest quality boating safety products for recreational boats, and has an excellent reputation for "giving back" to your community in the form of community service programs to encourage entrepreneurial interests in disadvantaged youth. In short, yours is the type of organization in which my experience, energy, and enthusiasm would positively impact operations and customer satisfaction, as well as allow me to contribute to community development and improvement.

Attached is my resume. I am available for an interview at a mutually convenient time. Please let me know if further information is needed. Thank you for your time and consideration.

Sincerely,

Jonathan Mason
Attachment