

1234 SW 5th Ave.
Tualatin OR 97062

April 1, 1998

Ignatius M. DeBoss
Human Resources Manager
ACME Product Specialties Inc.
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss,

Recently, I read your advertisement in the Oregonian for Marketing Communications Specialist. I am a recent graduate from Portland Community College with an AAS in Marketing and a Certificate in Technical and Professional Writing. The training and skills I have acquired, coupled with my Cooperative Education work experience, enable me to meet the qualifications of this position.

I have been interested in ACME Product Specialties for some time and am excited to hear about this opening. As an avid bird watcher, I am familiar with several of your products, having used them to pursue my hobby. In my Cooperative Education work experience, I developed media kits, organized special promotional events and created web pages for the Desert Road Company here in Portland. I am sure that I could make a valuable contribution to your company.

I look forward to meeting with you personally to discuss my qualifications. I will call next week to schedule an appointment. Thank you for your time and consideration.

Cordially,

William E. Coyote

enc