

Prospecting Letter in Modified Block Format*

859 Baldwin Avenue
Vineland, New Jersey 08360
May 11, 2016

Mr. Timothy Mellon
Director of College Recruiting
Swanky Hotels, Inc
4500 20th Street
New York, NY 00731

Dear Mr. Mellon,

After reading your company's description in *Job Choices Business* magazine, I was prompted to inquire about employment opportunities in your management training program. I believe my strong work ethic, solid hospitality experience and passion for exceptional customer service would make me an excellent fit with your company.

My interest in hospitality began in high school while working as a valet hiker at a boutique hotel and continued to develop through a variety of catering and hotel positions during college. While maintaining a 3.4 GPA I committed myself to learning all aspects of the industry by working 30 hours a week in positions both front and back of house including Front Desk Supervisor and Catering Assistant. Additionally, while interning at a Four Diamond hotel in Center City Philadelphia I had the opportunity to develop a social media strategy for the hotel and present it to the Executive Team.

My resume is enclosed for your consideration. I would welcome the opportunity to discuss my background with you in person and would travel to Manhattan at my own expense to do so. I will call you at the end of next week to confirm an appropriate time and date. Thank you very much for considering my request.

Sincerely

Craig S. Watson

*** The writer indicates his interest in a job and reveals the source of his information about the company. He has outlined his strongest qualifications and used appropriate lingo related to the field throughout the letter.**