861 Bedford Road

Pleasantville, NY 10570

September 14, 2015

Brooks & Gray Inc.

40 Broad St., Floor 4 #C

New York, NY 10004

Dear Director of HR:

Dedication and commitment are an integral part of a professional business corporation, and are at the forefront of this company’s views. My experience with different jobs has provided me with opportunities to develop these as well as other skills. I have a variety of skills and experiences that lead me to believe I could add value to this dynamic team. From being involved in interscholastic sports to working with a group of people to pull off an event team dynamic is something I am comfortable with.

As an entry level candidate in direct sales and marketing I can combine my enthusiasm for the creativity behind a successful marketing strategy with my positive customer service experience and training to provide the company’s clients with an enhanced experience they expect from Brooks & Gray Inc. I’m also very interested in educating myself on the trends that this field embraces. As a student ambassador I learned what it meant to represent a prestigious organization and it allowed me to develop my professional integrity. Also while working as a student ambassador at a university, we always had to come up with ways to promote the university and to give the students an experience different than any college they had ever been to. My ability to be creative and enthusiastic about sales and marketing, for the university at least, made me an important member to the admissions team.

Being a server at different restaurants has allowed me to understand the wants, needs, and expectations of my clients. My companies expected me to provide the care and attentiveness they promise to their loyal and first time customers. My positivity as well as professionalism during my shifts kept customers coming back, and eventually made those customers turn into my weekly regulars. While this job provided me with experience in customer service it also allowed me to develop my skills in sales and marketing. I was able to enhance customer dining experience as well as improve my company’s thoughts of me and my knowledge of the company product and promotions.

I understand that Brooks & Gray Inc., is looking for a professional, determined, positive candidate to enhance their dynamic team. I am committed to learning the Brooks & Gray Inc., way of customer service, output quality, and standards of success. I strongly believe that my skillset and education (see my attached résumé for additional information) would make me a beneficial member of this dynamic team. I would be pleased to start at an entry level position and work my way up through the team. I would also be pleased to have a conversation with you about being a key part of this dynamic team. I am available by phone at 717-307-8598 or email at bp80628p@pace.edu.

Sincerely,

Brittany Predmore

Enclosure