1711 Thomas Combs Drive, Apt. 2201

Charlotte, North Carolina, 28262

January 19, 2015

To Whom It May Concern:

I am impressed that Elite Talent Inc. is the largest management firm in the telecommunications industry. I have always been passionate about pursuing a career in public relations, specifically associated with entertainment. I believe that your company has everything and more that I am looking for in a career. What makes Elite Talent Inc. stand out from other companies is that it is described as a fast paced, energetic work environment. This charisma and optimism is reason enough to find a job that you are happy to work for every day. As a public relations and sociology major, I would like to be considered for a position in the public relations division.

I have gained interpersonal skills required for a customer service position by obtaining a sales job for over 4 and half years. Working as a cashier, I understand the importance of pleasing the customer. Regardless of the situation, I have to maintain professionalism and talking and listening to the customer with the upmost respect. I have also gained skills involving starting a conversation. I am not intimidated to be the first person to start a conversation with a stranger. Working as a cashier has made me interact with different types of people. It has given me experience that I can use not only in the workplace, but also in any social environment.

I am a hardworking person with a strong work ethic. I put all of myself into my work, not fully satisfied until I do my best and try to learn from the experience. As a college student, I have made education a primary focus. However, I have managed my time by becoming involved in my sorority and philanthropies. My dedication and motivation show through my work.

I hope to meet you in person to discuss my skills that I can bring to Elite Talent Inc. I can be reached at (201)- 661- 0750 or by email, [gcheviot@uncc.edu](mailto:gcheviot@uncc.edu), at any time during the day.

Sincerely,

Grace Cheviot