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.

Another asset I can bring to Elite Talent Inc. is my capability of social skills. I have always been interested in meeting people. I have always been a social person, going out of my way to get to know someone better. This is an important skill necessary for the telecommunications field. Clients are the top priority, making it crucial to fulfill their needs. I value putting the clients’ happiness and making sure they are always satisfied.

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, at any time during the day.

Sincerely,

Grace Cheviot