

Aaron L. Citadel

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Oct. 30, 2009

Mr. John A. Smith
Vice President-Marketing
Premier Aircraft Corp.
2000 Aviation Park
Greenville SC 29608

Dear Mr. Smith:

I am a Business Administration senior at The Citadel. I will be graduating in May 2010.

I am writing to you because I am very interested in Premier Aircraft's expansion in Greenville. Premier's use of composites and energy-efficient power plants leads the industry, and I would like to be a part of your growth in the southeastern markets.

I have enclosed a brief resume for your review. In particular, please note my Business Internship with Moore Aviation. During this internship, I was able to learn much about general aviation, and I had the opportunity to learn many of the characteristics that corporate pilots desire in aircraft which are not currently offered. Also, please note my emphasis in Marketing and my leadership positions at The Citadel which require excellent time-management skills. I would like to use these skills to contribute to Premier's success.

I will be in Greenville on November 12, and I would like to introduce myself to you then and discuss how I may be of service to Premier. I will call you within ten days to request a time convenient for you to meet.

Mr. Smith, thank you very much for your help. I look forward to speaking with you soon.

Sincerely,

Aaron L. Citadel
Business Administration Senior
The Citadel
843.953.4567

Cover Letter Elements (the questions you should answer):

- 1. Who are you?**
- 2. Why are you writing?**
- 3. What can you do for the firm (referring to skills/experience on your resume)?**
- 4. What will you do next (call him/her for advice/meeting)?**

Cover Letters Should:

1. State ***who*** you are.
2. State ***why*** you are writing.
3. Explain ***what you can do*** for the firm, referring to several strengths/skills identified on your resume.
4. State ***what you will*** make happen next.