

Donna J. Nelson
105 S. College
Prairie View, TX 77446

Mr. John W. Jones
Senior Partner
Jones, Smith and Ruggles
111 West Monroe Street
Houston, TX 77035

Dear Mr. Jones:

I am interested in pursuing opportunities in general management consulting. My specific interest is in the areas of long-range planning and the analysis of company policies, objectives, and organizational structure and design. I have enclosed my resume for your information.

My previous assignments while in the military included planning responsibilities as well as restructuring organizations to meet various changing requirements. In addition, I have given numerous oral presentations, many of which were designed as decision briefings. I am currently pursuing an M.B.A. in Management, which I expect to complete in December.

If you consider my experience and academic qualifications appropriate, I would welcome the opportunity to discuss possible future employment with you upon graduation in December.

Very truly yours,

Donna J. Nelson

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Enclosures