

254 Tremont Avenue
Kenmore, New York 14223
September 14, 2006

Ms. Virginia Bolz
Director, Human Resources
Ashman Medical Center
219 Gumbel Street
Buffalo, New York 14222

Dear Ms. Bolz:

I was pleased to read of your opening for a Personnel Assistant advertised on the website of the Career Development Center at Buffalo State College. I have always held the medical center in high esteem for your many programs that so greatly benefit the public. In particular, your work with the Lower West Side Business Club, which brought needed day care services to that area, was quite innovative.

As part of my undergraduate education, I too, had the opportunity for community involvement. I worked as an intern in the personnel department of the Internal Revenue Service. While there, I coordinated an IRS "Good Citizens" outreach campaign which brought agents to area senior citizen centers to discuss retirement tax issues.

In addition, I had the opportunity to participate in all areas of personnel, including hiring, classification of jobs, benefits explanations, and union negotiations. I have also worked as a part-time manager for Perkins Restaurant for two years handling a full range of supervisory duties.

I would like to discuss this opportunity with you as soon as possible. Therefore, if I do not hear from you by September 27th, I will call you to arrange a meeting date. Thank you for your consideration.

Sincerely,

Edward P. Wilson

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