

## Prospecting Letter in Modified Block Format\*

859 Baldwin Avenue  
Vineland, New Jersey 08360  
May 11, 2016

Mr. Timothy Mellon  
Director of College Recruiting  
Swanky Hotels, Inc  
4500 2<sup>nd</sup> Street  
New York, NY 00731

Dear Mr. Mellon,

After reading your company's description in Job Choices Business magazine, I was prompted to inquire about employment opportunities in your management training program. I believe my strong work ethic, solid hospitality experience and passion for exceptional customer service would make me an excellent fit with your company.

My interest in hospitality began in high school while working as a valet hiker at a boutique hotel and continued to develop through a variety of catering and hotel positions during college. While maintaining a 3.4 GPA, I committed myself to learning all aspects of the industry by working 30 hours a week in positions both front and back of house including Front Desk Supervisor and Comm. Cmmora Dk 9 (vi)6. dmmlltudontk bot0 houpelthnt