Ms. Andrea Sbicca

Colorado Retail State Manager E&J Gallo Winery

1415 Washington St #105

Denver, CO 80203

September 22, 2015

Dear Ms. Sbicca,

Please accept my application for your Management Development Program. I am a Management major at the Leeds School of Business at the University of Colorado Boulder. I consider my greatest strength to be my ability to establish relationships and this position is the perfect opportunity to make new connections, drive sales and take ownership of an entrepreneurial entity. I have been in contact with Cyndy Bagley, who I met at your information session, and have subsequently been able to learn a lot about your company and position. I am very impressed with the career development path E&J Gallo Winery provides and am confident my outgoing personality, personal motivation and customer service attitude would be a great fit for your position.

A first impression is very important in a business such as yours, whether it is in person or over the phone. I am comfortable working closely with all customers and have in all of my past positions. My past experience in the service industry has required excellent communication skills and professionalism, while teaching swimming strengthened my ability to assess personalities, determine the most effective means of communication and deliver understandable instructions. I feel strongly these experiences would be beneficial to your account management position, as I would listen to your clients and provide custom solutions. Lastly, servicing and managing established accounts, as well as growing the business, is a strong attribute I carry. I enjoy the challenge of finding new ways to influence opinions, help educate others and communicate ideas for strengthening a business. These skills and traits would be valuable for the maintenance and continued growth of Gallo’s business.

Thank you for your time and consideration, I hope to have the opportunity to interview for the position.

Sincerely, Maggie Moolah