04/25/13

Credit Administrator  
FirstCapital Bank of Texas  
310 W. Wall St.  
Midland, TX 79701

Dear Mr. Johnston;

I am writing to express my interest in working for your Bank. I am a 3rd year college student who is working on his BBA in Marketing. I have 4 years of job experience and I think my skills and techniques could help your marketing department very much. I feel like this is the job I want because this would not only be my first step into a professional career in Marketing, but it would be a chance to help your company become more than what it is today.

In that regard, I would appreciate the opportunity to meet with you to discuss my qualifications and the possibility of joining your organization. Please find enclosed my resume for your review. I look forward to hearing from you.  
  
Sincerely yours,   
  
  
  
Stefan Ozuna

**Objective**  To use my computer and marketing skills to help promote the business

**Education** Bachelors in Business Administration with a Concentration in Marketing

(Expected Graduation Date: May 2014)

**Employment History**

2005-2006 OZUNA CONSTRUCTION, Midland, TX  
Staff Member

- Helped Mr. Ozuna at his job doing construction for houses and shops.   
- Painted for him

2008-2009 HEB, Midland, TX  
Bagger

- Bagged groceries for the customers  
- Checked out somewhere between 100-150 customers a day  
- Worked between 4-7 hours a day

2009 HELPING HANDS, Midland TX  
Volunteer

- Handled the money and ring up a customer’s order.   
- Collected money at the end of the day  
- Signed documents saying I worked those hours   
- Volunteered here to qualify for a scholarship

2012 WAL-MART, Midland TX  
Cashier

- Handled the money and rung up customer’s groceries   
- Checked out close to 150-200 people a day  
- Worked between 7-8 hours a day

**Licenses** Driver’s License, Class C, #25502198

**References** Available upon request

04/25/13  
Jim J. Brewer  
310 W. Wall St.  
Midland, TX 79701

Dear Mr. Brewer;

I would like to thank you for giving me the time and opportunity to meet with you; I am very excited at the possibility of working for this organization and hope that I was able to give you all that you expect in an employee at the interview. I would also like for you to know that if there are any questions regarding the answers I gave you in the interview, or if there is any information you may have forgotten to ask me, I am very willing to call or meet with you at a time that is most convenient for you.

I would also like to express my interest not only in the job that I am applying for, but the company itself. If there are other jobs available that you feel I would be most suited for, I welcome the opportunity to apply and possibly meet with you again to discuss them. Thank you again!

Regards,

Stefan Ozuna