

4202 Porter Hall  
Buffalo, NY 14222  
January 14, 2017

Ms. Amanda Barnes  
Talent Acquisition Specialist  
Enterprise Rent-A-Car  
3356 Southwestern Boulevard  
Orchard Park, NY 14127

Dear Ms. Barnes:

Dr. Joseph Smith, Associate Professor of Business at Buffalo State, suggested that I contact you regarding an internship opening within the Management Trainee Program. Enterprise's dedication to entrepreneurial activity provides an excellent opportunity to put my creative ideas into business practice. I will be returning to the Syracuse area for the summer and would like to be considered for the internship at one of your area branches.

As a senior year student with a major in Business Administration and a concentration in Management, I have taken a number of courses in marketing, management, and consumer behavior that have prepared me to work in customer service and sales environments. Additionally, I have experience working as a customer service representative at First Niagara, developing relationships with customers while ensuring the First Niagara experience is personalized and positive. Similar to Enterprise's service philosophy, continued success engaging the customer with an enthusiastic, guest-oriented attitude allowed me to everyday "go the extra mile" and ensure 100% customer satisfaction. I would be honored to participate in Enterprise's nationally recognized Management Training Program, known to emphasize these areas.

I am excited about the opportunity to work as an intern in the Management Trainee Program. I look forward to hearing from you. If I do not hear from you by January 27<sup>th</sup>, 2017, I will follow up with you to inquire about an interview. Thank you for your time and consideration.

Sincerely,

*Paul Redford*

Paul Redford

Enc.