

4202 Porter Hall
Buffalo, NY 14222
January 14, 2019

Ms. Chrystal Wagner
Talent Acquisition Specialist
Enterprise Rent-A-Car
3544 Southwestern Boulevard
Orchard Park, NY 14127

Dear Ms. Wagner:

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 Key Bank, developing relationships with customers while ensuring the Key Bank 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 25th, I will follow up with you to inquire about an interview. Thank you for your time and consideration.

Sincerely,

Paul Redford

Paul Redford

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