



May 9th, 2006

Mrs. Kim Cowles
Director, Human Resources & Operations
DAVIES Communications
808 State Street at El Paseo
Santa Barbara, CA. 93101

Dear Mrs. Cowles:

My project manager, Lauren Orlina, recently contacted me regarding an employment opportunity within Public Affairs at DAVIES. In June, I will be graduating from the University of California at Santa Barbara with a BA in Business Economics and a minor in Professional Writing Business Communications. My past leadership experience, knowledge in business communication, eye for graphic design, and eagerness to learn make me an ideal candidate for this position. I will be available to start work the first week in July.

I began exploring business communication in September of 2004. Since then, I have consistently ranked at the top of my class in the Professional Writing program. I have learned to focus on a target audience while implementing many forms of written and oral communication, including press releases, letters, memos, business plans, proposals, marketing plans, PowerPoint presentations, print advertisements, brochures, and contributed articles.

I will bring several great qualities to DAVIES. Over the past ten years I have held numerous leadership positions within the Boy Scouts of America (eventually obtaining the highest rank of Eagle Scout) as well as in small business communication teams (where I coauthored a business plans, proposals, and a marketing plan). I am currently coordinating a 19 person web production project. At DAVIES, I continually strive to go above and beyond my supervisors expectations, while exploring a diverse range of tasks for many different clients. Additionally, I have jumped at every opportunity to assist at community events, in order to get a better understanding of a project.

I have enclosed a copy of my resume. My comprehensive portfolio and resume is available online at www.uweb.ucsb.edu/~justinflam. You may contact me by cell phone, (818) 601-6869, or by email, justinflam@umail.ucsb.edu.

Thank you for your time,

Sincerely,

Justin Flam

Enclosure

Robert Ambrose
6808 Trigo rd.
Goleta Ca, 93117
Phone: (707) 694-9885
Email: rambrose333@gmail.com

October 28, 2005

Dr. LeeAnne Kryder
UCSB Writing Department
Professional Writing Minor, Business Communication

Dear Dr. Kryder:

I am delighted to have an opportunity to apply for the minor in Professional Writing with Business Communication emphasis. As a senior at the University of California, Santa Barbara (UCSB), a Teach for America recruiter, and chairman of public relations (PR) for Alpha Kappa Psi, I seek to perfect my writing style, expand my communication skills, and sharpen my PR knowledge.

As an intern for Congresswoman Lois Capps, I received experience writing letters explaining to constituents the outcome, or progress, made on their specific cases. Accuracy is important in these letters because they are the primary communication tool between members of congress and constituents. Lois Capps' office showed me the value of the communication skills that I am developing with the UCSB Writing Program. Now as a Campus Campaign Manager for Teach for America, I use my writing and communication skills to persuade outstanding college seniors to apply for the program.

Communication skills I developed as a campaign manager and PR chairman are my most valuable. Classroom simulations and case studies of business PR give students a dynamic view of an important field in business. As PR chairman in Alpha Kappa Psi I take the opportunity to create flyers, newspaper ads, and press releases to perfect my command of PR communication and technique. I wish to continue my perfection of business communication by completing the Writing Minor as a senior.

After you examine my qualifications, I will be happy to answer any further questions you have. You can reach me at (707) 694-9885 and we can set up an interview at your convenience. I look forward to your response, and thank you for taking the time to read my resume.

Cordially,

Robert Ambrose

Enclosures