

Associate Dean
c/o Dayton College
P.O. Box 7006
Dayton, Ohio 45401-7006

June 30, 2005

Dear Associate Dean:

As an instructor with nearly ten years' experience, I believe I am well qualified for the position of Adjunct Instructor in Management and/or Marketing as advertised in The Dayton Daily News this past weekend. You will see from the enclosed résumé that I have a broad range of practical business experience which relates well with today's non-traditional college students.

While teaching at three separate and distinct educational institutions I've had the privilege of touching more than 5,000 lives with inspiration and excellence. My efforts have not gone unnoticed as in May, 2003 I had the exceptional honor of being nominated into the "Who's Who Among America's Teachers for 2003" publication.

Over the years I have heard great things about your college. Several of my former students have indicated their intention to pursue additional degrees at Dayton College. I would enjoy the opportunity and challenge of bringing my practical, interactive instructional approach to your students.

I would like to discuss this position with you and will be happy to come in for an interview at your convenience.

Sincerely,

David S. Moncrief
4414 Boulder Avenue
Dayton, OH 45402
(937) 555-2300 ext. 2222 (Business)
(937) 555-1567 (Residence)