**Contact Information**

Alison Wiegmann

1179 North Elm

Breese, IL 62230

618-792-9708

[awiegmann90@hotmail.com](mailto:awiegmann90@hotmail.com)

June 7, 2013

**Employer Contact Information**

Tony Malaway

Store Manager

Dollar General

454 Memorial Drive

Breese, IL 62230

Dear Mr. Thompson,

I am interested in the meeting coordinating events position at your law firm in which I saw advertised on indeed.com. I am currently employed as a third key manager at Dollar General. I accepted this position because I felt that the skills that I would learn would be beneficial in my next job. The skills that I have learned are organization, scheduling, and how to manage and work as a team to complete all tasks efficiently. It has also made me an expert when it comes to handling situations within customer service.

I am applying for this position because I feel that it fits my personality and areas of expertise. I noticed that you are a very successful law firm and would like to be a part of it. As I was researching your company I noticed that you have over 250 attorneys. I like that your professionals work closely with the attorneys in all three of your offices. This will give me a chance to apply my excellent team work and customer service abilities and knowledge.

I would like to thank you for taking the time to review my cover letter and resume. I appreciate you considering me for this position. I will give you a follow-up call within the next week regarding your decision. I would be happy to provide you with any additional information. I would like to talk to you in person and have the opportunity to interview for this position. I am looking forward to meeting you.

Respectfully yours,

Alison Wiegmann