

Lance J. Karim

February 13, 2012

Mr. William Hall
Director
Production Programming and Scheduling
800 Chrysler Drive
Auburn Hills, MI 48326

Dear Mr. Hall:

I am writing to you to express my keen interest in the New College Graduate Development Program in Finance. Since I am already spending the summer at Chrysler's headquarters, I am looking to continue my relationship with the company. By using my critical thinking and leadership skills, I am confident that I can continue to make great contributions to your workplace.

One of my best attributes is being able to think outside of the box and bring new perspectives to an array of situations. I was once tasked to program a robot that could color in letters of the alphabet for a class project. I developed a winning solution, leading my group to color in multiple letters. We were the only ones who managed to do so. Using a sound detection device, the robot was programmed to spin in place with its marker in the air until sound was detected, drive forward until another sound was detected, and set the marker down and begin coloring the new letter. This was an unorthodox approach to solving the problem, but it resulted in the desired outcome for our team.

The leadership opportunities described in my resume have helped me develop into a selfless leader. A selfless leader knows when to step up and take charge as well as step back and let others take the spotlight when it is in the best interest of the group. Working for the Office of Admission as the Sleeping Bag Weekend Student Coordinator, I am responsible for showcasing the college experience to over 600 high school students. This is a very large task that would be unreasonable to take on by myself. Being a selfless leader allows me to focus on the logistics surrounding the event while my co-workers facilitate different activities to engage the prospective students. By having confidence in my team's skill sets, I am able to provide the best possible environment for all those involved.

I believe that I can make an immediate impact to your company and contribute as a young leader. At your convenience, I would greatly appreciate the opportunity to continue to discuss my qualifications through an interview. If you have any further questions, please do not hesitate to contact me via phone at (412) 555-5555 or via email at karim@andrew.cmu.edu. I look forward to hearing from you.

Sincerely,

Lance J. Karim