

139 Development Street #2  
Boston, MA 02100

January 23, 1989

Director of Human Resources  
The XXX Companies  
P.O. Box 000  
Boston, MA 02100

Dear Director:

While I am probably not the traditional candidate responding to your recent Boston Globe advertisement for an associate real estate development position with XXX, I bring a combination of skills and interests to the real estate industry resulting from seventeen years professional experience.

As the enclosed resume indicates, I am a labor lawyer with strong administrative, management, negotiation, planning, and communication skills. I now wish to transfer these skills and the experiences they represent to a new field of endeavor, real estate development. Such a transfer, however, is not without careful consideration and preparation.

During the past decade I have invested in properties throughout Greater Boston. In the process, I have learned some real estate law encompassing price negotiation and documentation. I have also attended several professional development courses in condominium development and financial analyses of real estate transactions at OLI Graduate School of Design.

I am eager to further discuss my qualifications and how I might contribute to XXXd's real estate development programs. Please feel free to contact me at your earliest convenience.

Sincerely yours,

III

Encl.: resume