

# JEFFERY SOMEONE

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(888) 888-8888 [emailaddress@su.edu](mailto:emailaddress@su.edu)

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November 27, 2015

Mr. Gary C. Kelly  
Chairman, President, CEO  
Southwest Airlines Co.  
2702 Love Field Drive  
Dallas, TX 75235

Dear Mr. Kelly,

I am writing in reference to the manager position at Southwest Airlines Co. that I discovered on your company's website. Currently, I am pursuing a Bachelor of Business Administration from Shenandoah University in Winchester, Virginia and will be graduating in May 2019. As a native of the Dominican Republic, I am fluent in Spanish. I think this will be a benefit to the organization as I can communicate with customers and other employees in Spanish. I would like to submit my credentials for your review.

As a member of the Shenandoah University Baseball Team, I collaborate with a group of student-athletes for the common goal of winning baseball games. It is important to understand and communicate with each member of the team in order to create a cohesive unit. The team also manages athletic contests at the University. I am responsible for providing security at volleyball contests and as well as managing parking at football contests. Overall, the baseball team ensures a safe environment for fans and athletes.

I believe in providing customers with a sense of warmth, friendliness, individual pride, and company spirit. Being a part of the SU Baseball Team, I represent the organization in the community while volunteering at the Kiwanis Pancake Breakfast and Shenandoah Valley Golf Tournament. Each member of the team represents each other so we have to be committed to the organization.

It would be an honor and privilege to join the Southwest Airlines Co. team. I look forward to speaking with you further about this wonderful opportunity. I can be reached at (888) 888-8888 or [emailaddress@su.edu](mailto:emailaddress@su.edu). Thank you for your time and consideration.

Sincerely,

Jeffery Someone