

7645 Valley Avenue  
Las Vegas, NV 89117  
June 1, 1994

Ms. Rebecca Hansen  
Las Vegas Convention Center  
701 Desert Inn Road  
Las Vegas, NV 89109

Dear Ms Hansen:

I am interested in the Conference Coordinator position with the Las Vegas Convention Center which was recommended to me during Career Day at UNLV. As a result of my conversation with Tammy West, one of your recruiters, she advised me to contact you since my qualifications are well suited for this position.

Recently, I graduated from UNLV with a major in Marketing. My professional experience has been directly related to customer service in a travel agency, a supervisor in airline computer reservations, and presently in retail sales. Along with my professional work, my background includes working with diverse audiences, developing publicity campaigns and promotional materials, marketing services and benefits, recruiting new members, handling financial records, and meeting important deadlines.

Since I have a strong interest in public relations-type activities and have a thorough knowledge of our region and its resources, I was quite interested to hear that your new marketing plan may use conference coordinators to work with your sales staff. I would be very interested in learning more about your plans and exploring future possibilities.

I am sincerely interested in working for the Las Vegas Convention Center and am certain that I can make a valuable contribution. Please give my resume your consideration and if you have any questions, please contact me at (702) 555-4356. I plan to be in near your office next week and wonder if we could have a brief meeting? I'll give your office a call in the next few days to see if a mutually convenient time could be arranged.

Sincerely,



Mary Smith

Sample of recommended cover letter style.



Take the Yellow Brick Road to the UNLV Career Day located in the Moyer Student Union to learn about the exciting job opportunities at the MGM Grand

Undergraduates are encouraged to visit our booth to learn about summer job opportunities

MGM Grand is an Equal Opportunity Employer and a Drug-Free workplace

# SkillSearch: Linking UNLV Alumni with Corporate America

BY SHARON GERRIE  
STAFF REPORTER

SkillSearch is an employment data base subscribed to by the UNLV Alumni Association, which is available to all alumni.

The association describes the need for SkillSearch. "The American job market is in a state of unprecedented change. Companies are restructuring and downsizing...in effect, redefining the future of the American work force. If we are to succeed in this changing environment we must, at the very least, package ourselves as a marketable portfolio of skill and experience."

Here's how the SkillSearch Network works. A UNLV graduate, who is already employed, pays an annual fee of \$40 to be enrolled. Once enrolled, the grad receives a questionnaire covering 150 data elements designed to assist in the development of your Skill Profile.

This document permits the applicant to pre-qualify employers by establishing the industries, position and salary the applicant is willing to consider. The information, along with detailed work history, specialized

skills and education relocation preferences etc., is captured in your data record and converted into an electronic *Member Skill Profile*.

When an employer's job specifications match your skills and objectives you are contacted at home, confidentially, to discuss the position. The applicant remains in complete control of the process.

SkillSearch is an opportunity to network, gain influential contacts and monitor new career trends without jeopardizing ones current employment status. Corporate clients, possible employers, representing thousands of hiring locations utilize the SkillSearch to identify candidates for open career positions.

With 28 universities logged into the SkillSearch Network, members are able to keep abreast of current openings and trends in job opportunities across the nation with salary ranges of \$30,000. to \$250,000.

Employed UNLV alumni can get more information about SkillSearch by calling 1-800-258-6641 or dropping in the Richard Tam Alumni Association building on campus.

## Career Day

Wednesday  
March 1

MSU Second Floor  
&  
Beam Hall

Plan to attend!!!

Call 895-3495 for more info.

Save this paper for handy reference.

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- Please provide information on the paralegal profession. UNLV  
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Phone \_\_\_\_\_ Age \_\_\_\_\_  
Graduation Date \_\_\_\_\_



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