

December 16, 1999

Stephen J. Zehner
1240 1/2 Beasley Road
Wilmington, N.C. 28409
(910) 395-5542

Jamie Price, Ph.D.
Department of Sociology
UNCW
Wilmington, N.C. 28403-3297

Dear Dr. Price:

I am applying for the Project Coordinator position advertised in the Star News. I have a Bachelor of Arts in Sociology, with a specialty in human resources and research. I am familiar with research design, surveying and data analysis.

My research experience in human resources makes me a strong candidate for the position. While a student at UNCW, I conducted a phone survey for the Criminal Justice Department measuring community crime prevention and attitudes about the local police department. I also performed a mail survey of department alumni, measuring career trajectory and current income.

The enclosed resume will provide you with a more detailed description of my training and skills with projects such as these. I would very much like to meet with you and discuss the position and what I have to offer the organization. I look forward to hearing from you.

Respectfully,

Stephen J. Zehner