

Kathy P. Gerry

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April 16, 2003

Attn: Eliza Summer Levins, H.R. Manager
Warner/Chappell Music, Inc.
356 Hill Street
Franklin, TN 80325

Dear Ms. Levins,

Thank you for taking the time today to speak with me on the telephone and give me additional information about the Royalty Auditor position. I realize that at this point you are nearing the end of the interview process, and for this reason, it's possible that my enclosed resume may not be reviewed for the position. If it is too late, I hope that you will please kindly consider me for any other related or similar positions. For your consideration and review, I have enclosed my resume, which highlights my experience as a Royalty Analyst, my education background (MBA and Music Business/Management), and other music publishing, royalties management, and accounting skills.

As part of my final project to complete my MBA degree, I led a team of twelve student colleagues in a music publishing case study. We researched, marketed, and designed a new royalty accounting system for increasing revenues, and identified additional royalty streams outside of the music industry. These skills continued to develop in my professional life: While serving as a Royalty Analyst intern at Rounder Records, I was on the development team that designed and implemented a new database, which enabled the label to better track and audit online retail and concert sales. Also, as the Marketing and Promotions Team Leader at Heavy Rotation Records, I managed a marketing team of eleven staff members that successfully promoted the *Shenikah* CD Release. That recording has shipped over 100,000 units thus far.

I hope to apply my knowledge and experience of Warner/Chappell Music by providing an accurate accounting of its royalties and contribute positively to its overall strategy for the new millennium. Since time is of the essence, I hope you will not mind if I contact you tomorrow (Thursday) morning to see if an interview can be scheduled. If for some reason I am unable to get in touch with you tomorrow, please do not hesitate to contact me at (555) 898-2422. Thank you in advance for your consideration. I look forward to speaking with you.

Sincerely,

Kathy P. Gerry