

Cover Letter Example #2

1600 Indianola Ave., #301
Columbus, OH 43215
August 14, 2002

Mr. Nick Newman
Directory of College Recruiting
XYZ Company
4500 Retail Rd.
Columbus, OH 43235

Greeting

Dear Mr. Newman:

Opening

I read your company's description in NACE's Job Choices in Business and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to remain in the Columbus area after graduation.

Body

I shall receive my B. S. in Human Ecology this June. My interest in business started in Junior Achievement in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I researched the top retailers in Columbus, XYZ Company emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees. From customer and supervisor feedback, I have the interpersonal skills and motivation needed to build a successful career in retail management. Experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I shall call you during the week of August 26 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 614/292-1234 and my e-mail is buckeye@osu.edu.

Closing

Thank you very much for considering my request. I look forward to talking with you.

Sincerely

Brittney Buckeye

Enclosure