

Today's Date

125 Westcott Street
Columbia, Missouri 65201

Mr. Sample Employer
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, Illinois 60601

Dear Mr. Employer:

After reading your company's description in *Chicago Business Times*, I would like to inquire about employment opportunities in your management-training program. Further research brought me to an article in the *Wall Street Journal* that commented favorably about your market sensitivity and controlled growth strategy. Personally, this makes Midwest Mercantile Company a very attractive company. I am pursuing a career in retail management, and I will receive a Bachelor of Arts in Communications from the University of Missouri this May.

My interest in retail started in Junior Achievement during high school and developed further through a variety of sales and retail positions held during college. My internship with Macy's Inc. convinced me to pursue a career in retail. I had the opportunity to interact directly with a diverse demographic of clients while being involved with buying and inventory development. Through that experience I was able to hone my skills in combining an aesthetic eye with team management strategies. I've been able to develop strengths in positive energy around helping customers with friendliness and efficiency, focus to follow through on tasks and ideas, and an ability to arrange concepts and people to achieve the greatest result on any project. When I researched the top retailers in the field, Midwest Mercantile Company emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. The concept of being involved with a company where I could contribute my energy to these impressive goals is an opportunity I hope to be given.

I have confidence that my education and experience fulfill the qualifications you seek in your management trainees, but if possible, I would love the opportunity to speak with you in person to discuss how my skills and past experiences might benefit your company. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management so I'd love to be able to share that at Midwest Mercantile Company.

I have enclosed a resume for your review and will follow up with you in the upcoming weeks to arrange a time if possible. Thank you very much for your time and consideration.

Sincerely,
Sample Student
Sample Student