

Date: Today's Date

From: Sample Student [student@mail.missouri.edu]

Subject: Seasoned Sales Rep With BS in Personal Financial Planning for Regional Sales Manager

To: sample.employer@marriott.com

Dear Mr. Employer,

I recently earned my Bachelor of Human Environmental Sciences in Personal Financial Planning in May of this year. I found an opening for the Regional Sales Manager position through a search on HireMizzouTigers.com, and I would like to be considered for the position. During my years of experience, I have broken many sales records and exceeded my quotas in all of my previous positions.

I have attached a copy of my cover letter and would love the opportunity to discuss my qualifications with you in person. If you have any questions, you can reach me at (555)555-5555 or sample.student@email.com. Thank you very much for your time and consideration.

Cordially,

Sample Student