

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 East convinced me to pursue a career in retail, where I had the opportunity to interact directly with clients, be involved with buying and inventory development, and hone my skills in combining an aesthetic eye with team management strategies. My strengths lie 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. I'm excited to the prospect of being involved in a company where I could contribute my energy to these impressive goals.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but I am interested in speaking with you to discuss my skills and past experiences more in depth. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I would be excited to speak with you at your convenience and will contact you to arrange a time if possible. Thank you very much for your time and consideration.

Sincerely,

Sample Student

Sample Student