

COVER LETTER / LETTER OF APPLICATION

123 University Drive
Any Town, Texas 25417

October 5, 2016

Mr. Steve Barrons
Director of Campus Relations
ABC Corporation
954 Park Blvd.
Over There, TX 65432

Dear Mr. Barrons,

I am interested in applying for the sales representative position recently advertised on Career Connection. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, I have managed working part-time and currently participating in an internship with XYZ Company and it is providing me with an opportunity to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a Salesperson for the past two years, learning firsthand how to effectively deal with customers and their needs. I have been formally commended by management several times, being named "Employer of the Month."

Ever since I decided to pursue a sales career, ABC Corporation has been at the top of my list of prospective employers. The strides your company has taken in the computer software market – namely the development of packages for use by pharmacies and hospitals – make ABC a leader in the industry.

I would very much like an opportunity to speak with you regarding the sales representative position. I will call you later next week to discuss my qualifications for the position, or you can reach me in the meantime at (000) 000-0000. Thank you for considering me for this position.

Sincerely,

Jane Doe

Jane Doe

Enclosure (1)