

## COVER LETTER SAMPLE

1201 W. University Dr.  
Edinburg, TX 78539

April 25, 20XX

Hiring Committee  
XYZ, Inc.  
12345 Eastwest Street  
Right Here, TX 12345-0001

Dear Committee Members:

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

I shall receive my B.S. degree this May. My interest in business started in Junior Achievement while 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 Chicago, Midwest Mercantile 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 retail environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they do not tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career direction and in my abilities to perform competently. I understand that you must be very busy, but I would appreciate a few minutes of your time to discuss employment possibilities. Feel free to contact me at your convenience at 000/000-0000.

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

Sincerely,

Anita Job  
Enclosures (4)