

Cover Letter Sample

Knox College
Box K-0001
Galesburg, IL 61401

December 29, 2000

Mr. Robert Price
Personnel Manager
Golden Enterprises, Inc.
P.O. Box 123
Columbus, OH 43701

Dear Mr. Price:

I am writing to express my interest in the Sales Trainee position you listed recently in the Knox College Career Development Center. I will be graduating from Knox in June, and am actively seeking a position with a manufacturer of consumer goods.

As you will note from my enclosed resume, I have had meaningful practical experience in both sales and sales training with XYZ Health Care Products of High Heights, New York. In addition, I have completed several courses in Economics while pursuing a major in English at Knox College. The combination of my academic background with the "real world" experience gained at XYZ will help me to contribute to the on-going success of Golden Enterprises, Inc.

I would like to explore the Sales Trainee position with you further. I will be in Columbus the week of February 3rd, and would like to have the opportunity to speak with you if possible. I will call your office on January 15 to arrange an appointment. Should you need additional information in the meantime, please feel free to call me at 309-341-7494 or email me at mmmay@knox.edu. Thank you for your consideration.

Sincerely,

Mary M. May

Enclosure