

Your Address
City, State, Zip
Date

Individual's Name
Title
Organization
Address
City, State, Zip

Dear _____:

I learned about your company through the Career Guide that I received through the Office of Counseling and Career Services at Northwestern State University and would like to inquire about employment opportunities in your management-training program. I want to work in retail management and am willing to relocate throughout the eastern United States.

I will receive my Bachelor of Science in Business Administration 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 internships with a large department store convinced me to pursue a career in retail. The enclosed resume summarizes my other qualifications. When I researched the top retailers in the east, ABC Retailing 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.

Realizing how busy you are, I would appreciate a few minutes of your time. I shall call you during the week of April 21 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 555-555-5555. Please leave a message if I'm not in, and I will return your call as soon as possible. Thank you very much for considering my request.

Sincerely,

Hand written signature

Your typed name