

Research who the hiring manager is and address your letter to her/him

### 3 PARAGRAPHS – see below

1

- 1) What are you applying for?
- 2) Mention the company and something about them
  - Show them you care enough to research their organization
- 3) Why do you want to work there in that role?

2

- Key conceptual highlights from your experience as they apply to the specific job you for which you are applying
- Avoid repeating all details from your resume
  - Convey both competence and passion/motivation
  - Use this section to highlight some of your soft skills that will help you in this specific role

3

- 1) Discuss practicalities as they apply (ex.: preferred contact method, availability for interview when not living locally...)
- 2) Sign-off appropriately and thank them for their consideration

Your Address  
City, State Zip Code  
Date

Name of the person  
Job Title  
ABC Company  
123 Main Street  
Townsville, KY 40444

Dear \_\_\_\_\_:

1

Please consider me for the Management Training Program at ABC Retail. I discovered this opportunity through the ECU Center for Career & Co-op office and I am excited about working in retail management. In researching top retailers in the east, ABC Retailing emerged as having a strong human resource department, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

2

I will receive my Bachelors in Business Administration in Human Resource Management from Eastern Kentucky University this May. My interest in business started in Junior Achievement during high school and has developed further through the sales and retail experience I have gained during college. My administration internship at KFC Worldwide Headquarters has given me strong business administration skills and excellent customer service skills that will help me be successful as I pursue a career in retail management. I believe you will find the combination of my education and experience, along with my motivation, enthusiasm, and my desire to be successful to be an excellent match with the ABC Retail Management Training Program.

3

Enclosed please find my resume and my list of references for your convenience. I am very interested in interviewing for this position and I will be contacting you during the week of April 21 to discuss employment opportunities as ABC Retailing. In the meantime, feel free to contact me at 555-555-5555 or david\_elliott@mymail.eku.edu. I look forward to speaking with you soon. Thank you very much for your time and consideration.

Sincerely,

*David Elliott*

David Elliott