

143 Random Way
Plymouth, NH 03264
April 21, 20xx

Kimberly Crane
Director of Personnel
Acme Distributors
270 Merrimack Avenue
Concord, NH 03691

Dear Ms. Crane:

In May 20xx I will graduate from Plymouth State College with a Bachelor of Science Degree in Marketing. I read of your sales opening in the Boston Globe on Sunday, April 16, 20xx and am very interested in the possibilities it offers. I am writing to explore the opportunity for employment with your company.

The ad indicated that you were looking for enthusiastic individuals with exceptional communication skills. I believe that I possess those qualities. Through my job as a waitress at a busy diner, I have learned the importance of having high energy and maintaining a positive attitude towards customers. In addition to the various marketing classes in my academic program, I felt it important to enroll in some communications courses such as: Human Communication Skills, Interpersonal Communication, and Public Speaking. These courses helped me become more comfortable in my interactions with other people, and they taught me how to communicate clearly. These characteristics will help me to represent Acme Distributor in a professional and enthusiastic manner.

As you will see by my enclosed resume, I was an admissions representative for three years in college. This position provided me with sales experience in that campus tours involved a certain degree of persuasive presentation of the college and its features to prospective students.

I would like to meet with you to discuss how my education and experience would be consistent with your needs. I will contact your office next week to discuss the possibility of an interview. In the meantime, if you have any questions or require additional information, please contact me at my home (603) 536-XXXX.

Sincerely,

Jennifer Smith

Enclosure