

Sample Cover Letter 2 – Prospecting Letter

Craig S. Watson
849 Baldwin Avenue
Virginia Beach, VA 23456

November 5, 2009

Timothy T. Mellon
Director of College Relations
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Mellon:

After reading about your company and its products on your website, I'm very interested in being considered for opportunities in your management training program. Michelle Smith, your Marketing Manager, suggested I contact you. I want to work in retail management and would like to relocate to the Chicago area after graduation. I have enclosed my resume for your review and consideration.

I will receive my Bachelor of Science in Business Administration this coming May. I have developed a variety of skills which are directly related to this position through sales and retail positions held during college. My internship with a large department store convinced me to pursue a career in retail. When I researched top retailers in the United States, 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'm looking for.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees. In addition, I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. My relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time to discuss my qualifications. Please feel to contact me at (978) 555-2221 to discuss employment opportunities with Midwest Mercantile. Please leave a message if I am not in, and I will return your call promptly.

Thank you very much for considering my request. I look forward to talking with you in the near future.

Sincerely,

(Written signature)

Craig S. Watson

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