

Today's Date

125 Westcott Street
Columbia, Missouri 65201

Mr. Sample Employer
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, Illinois 60601

Dear Mr. Employer:

After reading your company's description in *Chicago Business Times*, I would like to inquire about employment opportunities in your management-training program. Further research brought me to an article in the *Wall Street Journal* that commented favorably about your market sensitivity and controlled growth strategy. Personally, this makes Midwest Mercantile Company a very attractive company. I am pursuing a career in retail management, and I will receive a Bachelor of Arts in Communications from the University of Missouri this May.

My interest in retail started in Junior Achievement during high school and developed further through a variety of sales and retail positions held during college. My internship with Macy's Inc. convinced me to pursue a career in retail. I had the opportunity to interact directly with a diverse demographic of clients while being involved with buying and inventory development. Through that experience I was able to hone my skills in combining an aesthetic eye with team management strategies. I've been able to develop strengths in positive energy around helping customers with friendliness and efficiency, focus to follow through on tasks and ideas, and an ability to arrange concepts and people to achieve the greatest result on any project. When I researched the top retailers in the field, Midwest Mercantile Company emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. The concept of being involved with a company where I could contribute my energy to these impressive goals is an opportunity I hope to be given.

I have confidence that my education and experience fulfill the qualifications you seek in your management trainees, but if possible, I would love the opportunity to speak with you in person to discuss how my skills and past experiences might benefit your company. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management so I'd love to be able to share that at Midwest Mercantile Company.

I have enclosed a resume for your review and will follow up with you in the upcoming weeks to arrange a time if possible. Thank you very much for your time and consideration.

Sincerely,
Sample Student
Sample Student

Sample Student

100 Euclid Avenue ♦ Columbia, Missouri 65201 ♦ Email: student@mail.missouri.edu ♦ Telephone: (555) 555-5555

Today's Date

Ms. Sample Employer
College Relations Manager
All-America Bank
270 Wall Street
New York, New York 10012

Dear Ms. Employer,

This past month I spoke with one of your college relations managers, Joe Schmoe, at your facility to inquire about possible positions in your company and after our conversation he gave me your information. I am writing today to express my interest to explore career opportunities with All-America Bank. I submitted my online application last week, and I wanted to follow up with you regarding the position.

Some background information about me that I did not have the opportunity to share in the application is the successful preparation and presentation of a budget proposal (\$39,000) as being one of the most rewarding and challenging experiences of my financial work to date. Not only did I defend my proposal in front of the Student Government's Finance Board, but I also administered the organization's allocated funds, including auditing and contract arrangements with guest speakers. My interpersonal skills have been a great asset in dealing with our constituencies and guests. As I approach my graduation from the University of Missouri this May, I have set my sights on banks that might benefit from, and build upon, experiences like this.

Thanks to personal research and formal studies of the banking industry, I am aware of the duties and responsibilities that come with working in this field but I'm eager to contribute this knowledge to your department. My qualifications will be very useful in the functions of financial analysis, research, planning, and control. I know it can be a pressure-filled environment, but I am up to the challenge. My additional work experience has helped enhance my communicative and creative skills. Through these opportunities, I have demonstrated my ability to maintain control under stressful conditions all while continuing to be enthusiastic, resourceful, and efficient.

I have enclosed my resume for your consideration, and would greatly appreciate the opportunity to interview for positions or programs appropriate to my background. I look forward to hearing from you in the near future. You can reach me at (555) 555-5555 or at my email student@mail.missouri.edu. Thank you very much for your consideration.

Sincerely,

Sample Student

Today's Date

3224 Schaffner Drive
Saint Charles, Missouri 63301

Sample Employer
Director of Human Resources
Wentzville R-IV School District
One Campus Drive
Wentzville, Missouri 63385

Dear Ms. Employer,

While researching information on school districts in the state of Missouri, I focused on the Wentzville School District as my top choice. It is the goal of the Wentzville School District "To provide a challenging educational environment to ensure lifelong learners." I feel that my beliefs and goals as an educator fit well with this statement. I recently graduated from the College of Education at the University of Missouri with a Bachelor of Education in Secondary Education. I am passionate about making a difference, and I would like the opportunity to use the skills and knowledge I have learned to help your district achieve its goals.

Throughout my college experience, I have gained many significant insights into the education field and had the opportunity to practice the skills needed to be an effective teacher. The most valuable experience I have resulted from my internship at Timberland High School. Under the guidance of Mr. Robert Smith, I was able to improve upon my skills as a teacher by learning first-hand about effective facilitation, classroom engagement, applying and adapting lesson plans, and conflict resolution. Applying the educational theories I studied in such a positive and supportive environment confirmed my enthusiasm for contributing to a teaching team, school district, and to the lives of each individual student. I am currently working at Timberland High School as a hall monitor during the week and value being able to interact with the students and colleagues who have taught me so much. The knowledge I gained working in this district, in addition to my other volunteer work, leadership experiences, and practicums have deeply influenced both me and my desire to contribute fully to a district. I would apply my background to be a contributing member each day.

I know that the Wentzville School District is one that is growing every year and that you work hard to rise to the challenges that present themselves because of this growth. Wentzville School District has made an effort to keep a low student to teacher ratio and has kept class sizes at a number that will help to ensure the success of all students. During my time at Timberland High School, I saw the value in trying to teach students individually according to their gifts and needs. I created lesson plans that were easy to modify slightly for students and tried to incorporate different learning styles into each lesson. These methods help maintain the individualized feeling of a small classroom, even as class sizes grow. I hope to bring these skills into the Wentzville District, while also learning and growing from the accomplished and highly educated staff. Through my interactions with this district, I know that the faculty is one of superior quality that shows real devotion to the success of their students and I would enjoy the opportunity to become a part of that team.

I attended Wentzville School District's job fair in February and completed the initial screening. I realize that a letter and a resume can only tell you so much about my beliefs and qualification, but I am looking forward to my video interview later this month to share more with you. If you have any questions in the meantime, please feel free to contact me via at 555-555-5555 or student@mail.missouri.edu.

Thank you for your consideration.

Sincerely,
Sample Student

Enclosure

SAMPLE STUDENT

400 Kentucky Boulevard, Columbia, Missouri 65201
student@mail.missouri.edu 555-555-5555 www.linkedin.com/in/samplestudent

Today's Date

Ms. Sample Employer
Human Resources Generalist, Orlando Magic
8701 Maitland Summit Boulevard
Orlando, Florida 32810

Dear Recruitment Manager,

I discovered the Marketing Internship for the Orlando Magic through an online search. I am very interested in the opportunity to apply for this position. In May of this year, I will finish my first year at the University of Missouri, where I am pursuing a degree in Business Administration with an emphasis in Marketing. I have enjoyed and excelled in my Marketing classes and extracurricular activities within the department.

Through my position as the Vice President of Community Service for Upsilon Upsilon Upsilon Fraternity, I have had many opportunities to hone invaluable marketing skills. This year, I organized our first annual philanthropic basketball tournament for the University of Missouri Greek community. The event raised \$5,000, all of which was donated to the Columbia Children's Hospital. For this endeavor, I worked with a group of three people to create an entire marketing plan for the campus and executed it through advertising the event via email, social media, and information tables. Our team created flyers, a logo, and a pitch to raise awareness for this important cause. My passion for sports and helping others made this event very enjoyable for me, and I am looking forward to assisting in coordinating it again next year.

My abilities to learn business concepts quickly, adapt to different environments, and seamlessly transition between interacting with peers, leadership, and potential marketing consumers makes me a great candidate for this internship. I work independently, have excellent organizational skills, and am very self-motivated. This position would combine interests in marketing, event planning, and sports management. While researching this position, I felt that my skill set paralleled nicely with the Marketing Intern job description, and I would be very excited to learn about the field with the Orlando Magic.

I have enclosed my resume. If you would like to discuss my skills and experiences further, you may reach me at student@mail.missouri.edu or (555) 555-5555. I will contact you in the next two weeks to confirm the receipt of my application materials.

Thank you very much for your consideration.

Sincerely,

Sample Student

Sample Student

Today's Date

Sample Student
200 New Road
Ashland, Missouri 65010
(555) 555-5555
student@mail.missouri.edu

Dr. Sample Employer
Wilson Laboratories
10000 Main Street
Kansas City, Missouri 64147

Dear Dr. Employer,

The position of Scientific Research Assistant posted on HireMizzouTigers.com is of great interest to me, and I would be most appreciative if you would consider my application. I graduated in May of this year with a Bachelor of Science in Biology. My background in laboratory-based work, knowledge of the appropriate lab procedures, and solid-state techniques qualify me for the position.

During my time at the University of Missouri, I routinely challenged myself with rigorous coursework and in being motivated to learn new concepts. As a member of several professional campus organizations, the interaction with others and work to reach a common goal helped me understand the utility role I play when in a team atmosphere. I excelled academically, graduating Magna Cum Laude, as well as in my field experience. This knowledge and expertise would be a great addition to your company as you look for a candidate who is scientifically knowledgeable and one who can effectively communicate and interact with colleagues and stakeholders.

I am currently working at Robson Labs, where I take full-advantage of my internship experience by learning what a successful and well-regarded scientific research laboratory does. I am assigned to the Biohazard area within the lab, and I have enjoyed knowing my research contributes to the safety of worker and society. Additionally, my team is responsible for data analysis and the preparation of reports to be reviewed by the management team. As a team member, I have excelled; however, I am perfectly capable and motivated to work as an individual. If given the opportunity, I would like to apply my energy and desire to contribute to your area of research. By doing so, I hope to aid in reaching the goals of Wilson Laboratories.

If you have any additional questions for me, you may contact me at (555) 555-5555 or email (student@mail.missouri.edu) with any inquiries. I plan to contact you within the next week to discuss this position in further detail and set up an interview. Thank you very much for your consideration.

Cordially,

Sample Student

Sample Student

Date: Today's Date

From: Sample Student [student@mail.missouri.edu]

Subject: Seasoned Sales Rep With BS in Personal Financial Planning for Regional Sales Manager

To: sample.employer@marriott.com

Dear Mr. Employer,

I recently earned my Bachelor of Human Environmental Sciences in Personal Financial Planning in May of this year. I found an opening for the Regional Sales Manager position through a search on HireMizzouTigers.com, and I would like to be considered for the position. During my years of experience, I have broken many sales records and exceeded my quotas in all of my previous positions.

I have attached a copy of my cover letter and would love the opportunity to discuss my qualifications with you in person. If you have any questions, you can reach me at (555)555-5555 or sample.student@email.com. Thank you very much for your time and consideration.

Cordially,

Sample Student