

Cover Letter Example

2034 Tyvola Road
Charlotte, NC 28211

September 15, 2018

Mr. Michael J. Balthern
Human Resources Manager
ABC Office Supplies
1983 4th Street
Charlotte, NC 28205

Dear Mr. Balthern:

The advertisement on Central Piedmont Community College Career Services' student job board for an assistant manager with ABC Office Supplies caught my eye. This position sounds like a wonderful opportunity. Please accept my application for consideration in filling the position.

This December, I will complete an Associate in Applied Science in Business Administration at CPCC. Through my coursework, I have gained a broad understanding of business, marketing, and management. I have worked in several retail establishments, and have developed a reputation for taking initiative and getting results.

My instructors and supervisors can tell you that I am a hard worker who is prompt, courteous and able to learn complicated concepts quickly. I have also won several awards through my work in sales and participation in ENACTUS at CPCC. You will find that my proficiency in Microsoft Office software matches your technology needs, and my fluency in Spanish lifts my customer service capabilities to a higher level.

I am very interested in discussing how my skills and experience match the requirements for employment with ABC Office Supplies. I will contact you in one week to set up an appointment to further discuss your needs and my qualifications. Please feel free to contact me at marielaram650@email.cccc.edu or 704.555.5555.

Sincerely,

Marielena A. Ramirez

Marielena A. Ramirez
Enclosure: Résumé