

Cover Letter Example

2034 Tyvola Road
Charlotte, NC 28211

August 17, 2009

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

Dear Mr. Balthern:

Having seen your recent advertisement on Central Piedmont Community College Career Services' CONNECTIONS website for an Associate Management Trainee, I am forwarding my résumé for your consideration in filling this position.

This December, I will complete my associate's degree in business administration at CPCC. Through my coursework, I have gained a broad understanding of business, marketing and management issues. Throughout my education, I have worked in several retail establishments. My instructors and supervisors can tell you that I am a hard-worker who is prompt, courteous and able to learn complicated concepts quickly. Additionally, I have won several awards through my work in sales and participation in the Student Business Association. Finally, my proficiency in popular office computer applications and Spanish are great assets to any work environment.

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 marielram650@email.cpsc.edu or 704.555.5555.

Sincerely,

Marielena A. Ramirez

Marielena A. Ramirez

Enclosure: Résumé