

Xxxxx Wxxxx

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February 16, 20XX

Name/Department

Company

Address

Address

Dear Human Resources Representative:

I would like to express my sincere interest for the position with **Company**. Having achieved many scholarly goals in the financial field, I am eager to continue to expand my professional knowledge and experience. I believe that the combination of my commitment to excellence in the work environment coupled with my educational experience will allow me to succeed with your company and be an asset to them.

During my academic career I have been able to develop many skills including time management as a student at Salisbury University; I carried a full academic schedule while working part-time as an Assistant Manager for a local company. This meant on many occasions I would get off work at 10 p.m. and then go home and study until 3-4 a.m. in the morning. As one can understand I have a strong work ethic and am very serious about my profession. I am confident that my drive to be successful will carry over into my professional life.

Furthermore, my last three years spent as a Retail Assistant Manager has given me the much needed leadership skills to oversee team projects and to offer superior customer service. I firmly believe that serving as a Manager on most occasions provides you with the necessary skills that will transfer to any business leadership position. As a Manager I have learned how to effectively train, lead, supervise, and delegate a team. In addition, I always work in a group environment and these experiences have taught me how I must be part of a team in order to succeed. Still, I understand I must be humble in many situations but I am also aware that I may have to assertive when the situation dictates this behavior. I am confident that my combination of proven work ethic and dedication to getting the job done will make me a strong addition to the team at **Company**.

I would greatly appreciate the opportunity to meet with you further to discuss how I could contribute to your organization. Once again, I would like to reiterate my interest in working for such a prestigious company as **Company**. I can be reached at 410-000-0000 or via e-mail at **XXXXXXX@salisbury.edu**. Thank you for your time and consideration.

Sincerely,

Xxxxx Wxxxx

Enclosure: Resume'