

00000 Wxxxx Mxxxx Rd
Delmar, MD 20000

November 1, 20XX

Director of Sales
Company Name
Company Address
City, State Zip

Dear Director of Sales:

Recently, I received an email concerning a Sales Associate position with (Company Name). I was excited to see a position available with such a respected and progressive company. After carefully reading the job description with (Company Name), I firmly believe my skills and qualifications match the advertisement very well.

Currently I am majoring in Marketing at Salisbury University and have gained sales experience and knowledge through various classes I have taken. Throughout my time at Salisbury, I have also participated on several sports teams, which have instilled the importance of healthy competition and striving for the competitive advantage. While maintaining a full academic schedule, I also am employed and work approximately 30 hours a week. This has taught me the importance of time management and given me an opportunity to develop solid organizational and teamwork skills.

At the present time I am employed at Outback Steakhouse as a Head Waitress, Bartender and Trainer. I have many responsibilities including training new employees and overseeing their progress and development. These experiences have taught me the importance of communication and interpersonal skills. Working as a team with a diverse variety of people has increased my knowledge and understanding for those with different views than mine. This awareness is extremely beneficial when working with the public on a daily basis which is significant in this advertisement. As you can see I am not just a student with no "real world" experience. My background has developed many skills I hope to use with (company name).

Again I would like to express my keen interest in working for such an esteemed company. I hope my resume, included in my email to you, provides a little more insight into how I may be of service to (Company Name). Thanks again for your time and please feel free to contact me anytime by phone at 000-000-0000 or email at XXXXXX@salisbury.edu. I look forward to talking with you.

Sincerely,

Axxxxa Kxxxxs