

325 Elm Street
Chicago, IL 60624
December 10, 2013

Comment [WU1]: Use formal business letter format

Mr. Bill Example
Turpin and Kelly, Inc.
250 Mulberry Street
New York, NY 10012-4105

Dear Mr. White:

Comment [WU2]: Use name of contact whenever possible. You may have to do some digging to find this out, but it is worth the time and effort.

I am completing my degree in Business Administration at Bob Jones University and am interested in the Management Trainee position listed on your website. Turpin and Kelly's reputation for quality has greatly impressed me.

Comment [WU3]: Introduce yourself

Comment [WU4]: If available, list the specific job title you are interested in and how you found out about it.

In the fall, I completed a management internship with Gilson Retail Operations. My responsibilities included weekly meetings with five different departments on and off site. This experience gives me confidence in working well with people, which is an important criterion for success in today's world.

Comment [WU5]: Explain why you are interested in the company

Comment [WU6]: Highlight key accomplishments

Throughout my years in college, I have been involved in a number of leadership roles. I am currently serving as Vice President of the University Business Association, which involves coordinating meetings and scheduling special speakers. While completing my degree I have also held elected offices in my literary society and served as team captain of our intramural soccer team. I am excited about the opportunity to use my leadership skills to contribute to the success of Turpin and Kelly, Inc.

Comment [WU7]: Avoid overuse of personal pronouns, especially at the beginning of paragraphs. No more than one paragraph should begin with "I."

Enclosed is my resume for your consideration. I will call you in approximately one week to make sure you have received it. You may contact me by e-mail at jsmith@email.com or by phone at 555-345-9876 at any time. I will be in your area during the week of March 4-8 and would be happy to meet you for an interview at that time. Thank you for your time and consideration of my request. I look forward to talking with you soon.

Comment [WU8]: If you are applying at a company that is not in the area, suggest a time you are available to interview.

Sincerely,

Joe Smith

The Career Services office also has interview offices with Skype capability.
Go to this link for more information:
<http://careerservices.bju.edu/job-searching-process/interviewing-follow-up/skype-interviewing/>

Joe Smith

Comment [WU9]: Add your signature in blue or black ink. Omit if the letter is sent electronically