

Sample #2

Jane Swift
18 Central Park
Anytown, Virginia
444-568-2222
May 16, 2012

Mr. Marvin Patterson
Assistant Manager
Computer World
134 Beacon Street
Richmond, Virginia 23456

Dear Mr. Patterson:

I am currently a junior majoring in Business Management at Virginia State University and am writing to express my interest in the Technical Sales Representative intern position with your company, as advertised in Sunday's *Richmond Times-Dispatch* on May 14. I can offer you three years of experience in sales, a cheerful personality, and a good memory for names.

Detailed on my resume you will find a solid background in Sales and Marketing, along with three years of experience in Technical Sales. I have developed an expertise in new and key account acquisition, new territory development and management, contract negotiation, and customer service. I am confident that my experience in these areas will prove to be an asset to Computer World.

I would welcome the opportunity to discuss with you how I might make similar contributions to the success of Computer World. Please call. You can reach me anytime on my cell at 444-568-2222. I look forward to hearing from you to schedule a personal interview at your convenience.

Sincerely,

Jane Swift

Jane Swift

Enclosure