Nick Jones

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September 1, 2018

Rebecca Lee

Human Resource Manager

Acme Sales

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I read about Acme Sales retail management training program in College Graduate Magazine and I would like to inquire about the possibility of openings. I am interested in a career in retail management and am planning to relocate to the New York City area in the near future. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor of Science degree in Management and Business, as well as three years of retail experience as a Sales Associate and Key Holder. In addition, I completed two internships focusing on retail management. I received an award for Intern of the Year at one of the companies, due to my sales skills and professionalism.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Nick Jones (signature hard copy letter)

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