Michelle Applicant

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October 13, 2020

Rosa Lau

Director, Human Resources

Acme Software

123 Business Rd.

Business City, NY 54321  
  
Dear Ms. Lau,

In reviewing your corporate website, I was excited to learn about your management training program. Please consider the attached resume as a sign of my very interest in becoming an Intern in this program.

During my undergraduate studies in Business Administration at ABC College, I have enjoyed the opportunity to explore subjects including retail merchandising, customer service strategies, and business communications – studies which have inspired me to pursue a career in retail management.

To this end, I have worked for our campus bookstore for the past six months as a sales clerk, acquiring a solid knowledge of how to provide excellence in customer service. My duties in this role have also included merchandising, stocking, and inventory control.

I believe that as an Intern in your management training program, my enthusiasm for customer service and retail sales will become clear. I also look forward to using my leadership skills (developed as Captain of the ACB College Crew Team and Rush Chairman for my sorority) to learn how to motivate and coordinate store teams, with an emphasis upon honesty, diversity, inclusion, and safety.  Other skills that will transfer well to this role include:

* Excellent verbal and nonverbal communications talents, with fluency in both English and Spanish.
* A demonstrated attention to accuracy in all cash and credit handling transactions, with the ability to quickly master new POS systems.
* A dedication to team building and accomplishment, based on creating a climate of mutual respect between all team members, no matter what their position or level of seniority.

Thank you for your time and consideration in reviewing the attached resume; I would be grateful for the opportunity to speak with you directly in a personal interview. Please let me know if there is any additional information I can provide in support of my candidacy for this internship.

Sincerely,  
 *Signature* (typed letter)

Michelle Applicant