

- Copy and paste the header from your resume.
- Include the date. Full month and year.
- Include the address of the company. If you know the name of the hiring manager, be sure to add this.

## Jamie Jones

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March 17, 20XX

- Address the letter to a person.
- Don't know the name?
- LEAVE THIS LINE BLANK.
- (Do NOT use "to whom it may concern," etc.)

Pat Smith  
Director of Sales & Operations  
Smith Multimedia  
995 Bond Street  
Moorhead, MN 56563

Dear Pat Smith,

### Part I: Why THIS job?

- Who are you?
- Why are you qualified for or interested in THIS position?
- What *specifically* interests you in working for this company?

I am writing this letter to express my interest in the Sales Representative Internship position I found on Handshake. I noticed in your posting that you are looking for an intern with interest in a career in marketing and sales. As I am about to complete my junior year at Bemidji State University, I believe I am the right candidate for the internship. **I am particularly interested in working for Smith Multimedia because your mission states you desire to impact the Red River Valley one customer at a time, and I believe this is the style and approach that has worked well for me throughout my time working in retail sales.**

### Part II: Why ME?

- What *specific* experiences do you have to make you the best candidate for this position?
- What specific skills will you bring, and where did you learn them?
- Prove it. Share an example.

If you were to speak with my college professors and mentors, I feel you would hear them say I am a natural leader in the classroom. I do my best to go above and beyond the expectations in my coursework. On a daily basis I worked with my classmates studying effective communication techniques, especially related to sales and daily work functions. **I received the only 100% in the course on my sales talk in my personal selling class; I talked about using multimedia and mobile apps to reach 18-24 year olds with new products.** I originally learned about Smith Multimedia while I was preparing to give my sales talk in that course, and I have continued to follow your company.

As you can see from my resume, for the last three summers I have held multiple customer service positions. I enjoy building relationships with customers and closing the sale. **One year ago I was asked to train in a new Sales Associate at Best Buy. That new Sales Associate was so successful, my supervisor asked me to meet one on one with every Sales Associate in the wireless department. Even after I returned to college in the fall, the sales in our department increased 6% in that quarter, and I believe my leadership skills and natural sales skills contributed to the team's success.**

### Part III: Conclusion

- Ask for the next step (usually an interview).
- Say thank you.

I welcome the opportunity to meet with you in person and discuss my qualifications in an interview. I will be in the area during my spring break March 10-15, and could meet with you in person at that time. I am also available to interview via phone or video conference. Thank you for your time and consideration.

Sincerely,

*Jamie Jones*

Jamie Jones

- If you are bringing your documents to an in person interview, print on resume paper, and sign your name with blue or black pen.
- Optional to sign the PDF.