

27 University Avenue  
Brooklyn NY 11288

April 11, 2003

Ms. Mary Jones  
Director of Campus Relations  
XYZ Corporation  
54 West Third Street  
Albany, NY 10056

Dear Ms. Jones:

I am interested in applying for the sales representative position recently advertised in The New York Times. The skills I have developed from my work experience and academic background support my candidacy for the announced position.

As you can see from my resume, the internship I had with ABC Corporation provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning firsthand how to effectively deal with customers and their demands. I have been formally commended by management several times, being named "Employee of the Month."

I would very much like an opportunity to discuss your specific needs and my overall abilities regarding the announced position. You can reach me at (718)123-4567. Thank you for considering me for this position.

Sincerely,

*(your signature)*

John K. Alberts

Enclosure