

## Cover Letter Example

Your current street address  
City, State, Zip Code  
Date

Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear Mr. (Mrs, Ms. Or Manager):

I am applying for the Sales Associate position you posted with Peace College Career Services. My varied sales experience and my bachelor's degree in Business Administration are my strongest qualifications for this position. My resume is enclosed for your review.

My proven accomplishments in sales are derived from my various sales positions I have held, my extracurricular activities in college and my internship experience in the banking field. My marketing, computer research and customer relations experiences, as well as my communication skills are the strengths I can provide (company name) to reach and surpass its annual sales goals. I am enthusiastic about pursuing a career in sales with (company name) because of its well-know and superb products.

I look forward to discussing my qualifications with you at your earliest convenience.

Sincerely,

Jane Doe

Enclosure