



Marianne H. Kohn  
1100 Sunset Lane  
City, State, ZIP Code  
October 25, 2009

Mr. Steward L. Taylor  
Director, Human Resources Division  
The May Company  
Street Address  
City, State, ZIP Code

Dear Mr. Taylor:

Ms. Donna Smith-Jones, assistant buyer in Women's Fashions at The Scott Company, suggested that I contact you regarding the opening for a buyer trainee position at your new store.

I will graduate from \_\_\_\_\_XYZ\_\_\_\_\_ University in December 2009 with a Bachelor of Arts degree in English and six credits in marketing. Last summer I received excellent training in retail sales from Ms. Smith-Jones. She was extremely pleased with my progress and has written a letter of recommendation for me to use for further employment.

Over the past four years, I have held several part-time and summer jobs and gained valuable work experience. I have participated actively in a number of on-campus organizations including the writing club, for which I was secretary. My education and employment have developed and strengthened my communication and organizational skills. The enclosed résumé describes my accomplishments in detail.

I look forward to speaking with you about my qualifications for the trainee position and will call your office next Thursday for an appointment at your convenience. If you would like to contact me beforehand, I can be reached at (555) 555-5555.

Thank you for considering my application.

Sincerely yours,  
Marianne H. Kohn



