APPLICATION LETTER

Dear Human Resource Manager:

I am applying for the position of Sales Executive, which was advertised on Aug. 4 with the career services center at …… University. The position seems to fit very well with my education, experience, and career interests.

According to the advertisement, your position requires excellent communication skills, computer literacy, and a B.S. degree in business, economics, or finance. I will be graduating from …… University this month with a B.S. degree in finance. My studies have included courses in computer science, business administration, speech communications, and business writing. I understand the position also requires a candidate who is team- and detail-oriented, works well under pressure, and is able to deal with people in departments throughout the firm. These are skills I developed both in my course work and in my recent internship at United Distribution Inc. in Ho Chi Minh City.

My background and goals seem to match your requirements well. I am confident that I can perform the job effectively, and I am excited about the idea of working for a dynamic, nationally recognized human resource firm.

If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at ……. I will be available at your convenience.

Thank you for your consideration.

Sincerely,

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