

(This is an example of a cold-introduction letter)

Jonathan J. Citadel

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January 20, 2010

Mr. Timothy T. Mellon
Director of College Recruiting
Midwest Company
4500 Sample Drive
Middleburg, ST 12345

Dear Mr. Mellon,

I read with interest your company's description in NACE's *Job Choices in Business* and would like to inquire about employment opportunities in your management training program. I am interested in working in retail management and am planning to relocate to the Middleburg area after graduation in May.

My interest in business began while participating in Junior Achievement activities in high school and developed further through a variety of sales and retail positions during college. My internship with JCPenny last summer convinced me to pursue a career in retail. After researching the top retailers in Middleburg, your company emerged as having a strong market position, an excellent training program and a reputation for excellent customer service. In short, Midwest Company provides the kind of environment I would like to be involved with professionally.

My resume is enclosed for your consideration, I am confident that you will find my education and experience match the qualifications you seek in your management trainees.

I would appreciate an opportunity to discuss the training program further and will call you within ten days to see if we can arrange a convenient time. If in the meantime you would like to contact me, I may be reached at 843.953.1000. Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

Jonathan J. Citadel