

SAMPLE COVER LETTER # 3 FOR A JOB IN A BUSINESS

This letter illustrates fit with the position using a course project to demonstrate specific points taken directly from the job description. It also references knowledge about the firm gained from its website.

December 1, 2012
8841 Prairie Street
Chicago, Illinois 60611

Ms. Amora Sheldon
Richards, Watts, Woods & Associates
9915 N. Wells Blvd.
Chicago, Illinois 60619

Dear Ms. Sheldon:

I recently learned of a Market Research Associate position with Richards, Watts, Woods & Associates from the Office of Career Services at Northeastern Illinois University. I would very much like to be considered for this position and am enclosing a resume for your consideration.

This month I will be completing a Bachelor of Arts degree with a major in Justice Studies and a minor in Psychology. In my coursework, I have acquired excellent time management, written and oral communication skills, as evidenced by my strong GPA. In addition, my experience conducting interviews, preparing detailed reports, conducting research and my logical decision-making abilities will help me to immediately add value to Richards, Watts, Woods & Associates.

A major project in one of my courses involved conducting detailed interviews of youthful individuals accused of crimes. The data that was obtained was analyzed by race, sex, socio-economic status, parental involvement, level of education and other factors. Research was conducted on past criminals to extrapolate a projected crime rate for those interviewed. As a group leader for my team, I was responsible for coordinating the interviews and the research analysis, and the final report was commended by our professor. The expertise that I gained in from this group project has many applications, especially in the field of market research.

Richards, Watts is expanding rapidly, and I would welcome the opportunity to elaborate further on how my qualifications might enable me to become a immediate contributor to your firm. Please feel free to contact me at your convenience via phone or email.

Sincerely,

Bianca Perez
B-Perez2@hotmail.com
enclosure