

SAMPLE COVER LETTER # 1 FOR A JOB IN A BUSINESS: "T" or Table Format

This letter illustrates the student's fit with the position in table format, with requirements taken directly from the job description.

July 1, 2012
9768 American Street
Chicago, Illinois 60600

Mr. Pilar Aquino
Dorenfest & Associates
9190 N. State St.
Suite 5012
Chicago, Illinois 60699

Dear Mr. Aquino:

I recently learned of a Market Research Associate position with Dorenfest & 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 a variety of full and part-time positions in business, military and non-profit organizations, I have acquired excellent time management, written and oral communication skills. I am extremely goal driven and motivated, as evidence by pursuing my degree while holding full-time employment over the past several years. I am eager to learn, grow and embark upon a professional career. Below I have outlined my qualifications related to your position description:

Your Requirements

My Qualifications

Interview healthcare professionals and gather data	Interviewed customers/clients, compiled data and detailed reports. Interviewed and evaluated applicants for employment.
Research or phone experience	Conducted extensive in person research as a part of a class project concerning socio-economic, sex, race, and education levels of youth accused of crimes between 1999 and 2001.
Strong written and oral communication skills	Successfully negotiated and resolved discrepancies or problems with defective merchandise / workmanship with customers, clients and high ranking officers military officers.
Gathering / analyzing data	Compiled a customer database based on demographic and income levels of prospective customers, resulting in a 25% increase in sales.

I welcome the opportunity to discuss further how my qualifications, energy, enthusiasm and willingness to learn can make a considerable contribution to Dorenfest & Associates.

Sincerely,

Mary Sanchez
M-Sanchez4@hotmail.com
enclosure