

## **SAMPLE COVER LETTER # 2 FOR A JOB IN A BUSINESS: Paragraph Format**

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*This letter illustrates the student's fit with the position in paragraph format, with specific points taken directly from the job description.*

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October 1, 2012  
9745 Burnette  
Chicago, Illinois 60622

Ms. Angora Pilar  
Dorenfest & Associates  
2515 S. Congress St.  
Chicago, Illinois 60677

Dear Ms. Pilar:

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. In addition, my experience conducting client interviews, preparing detailed reports, conducting research and my logical decision-making abilities will help me to immediately add value to Dorenfest & Associates.

As an Assistant Manager in a retail work environment I developed a brief customer interview profile which assisted all staff in directing customers to products of interest much more quickly than before. During my tenure as Assistant Manager I strongly stressed that each employee view customers as individuals with unique needs and issues that must be considered and analyzed prior to the sale. Also, I researched demographic and socio-economic data and compiled a customer database which resulted in a 25% increase in sales volume over 18 months. Due to my excellent presentation skills I was selected by the Regional Manager to make weekly presentations to groups of customers on featured products. Last but not least, I was fully responsible for recruiting, hiring and training a staff of 18 part-time employees to work at the store.

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,

Amora Estrada  
[A-Estrada4@hotmail.com](mailto:A-Estrada4@hotmail.com)  
enclosure