Jasmine Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jasmine.applicant@email.com

September 1, 2018

Michael Lee

Director, Human Resources

Calico Corner

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am writing to apply for the store manager training program as posted on the careers page of Calico Corner’s website. I was excited to see this opening because I enjoy shopping at your stores and I have experience in retail management.

After reading the requirements, I believe I would be an excellent fit for the management position. I’ve spent the past three years as an assistant manager of a small convenience store, while finishing my bachelor’s degree. This job has given me the opportunity to manage employees as well as work with the general public. In addition, I have a background in textiles and recently graduated with a Bachelor of Fine Arts from Western State University, with a minor in business and marketing.

I’ve included my resume so you may review my education and work experience in addition to the skills I’ve gained, such as customer service, employee management, communication, social media marketing, and design.

If you have any questions or wish to know more about my qualifications, please do not hesitate to contact me. My cell phone number is 555-555-5555 and my email is jasmine.applicant@email.com.

I look forward to hearing from you about this exciting position.

Sincerely,

Jasmine Applicant