

Your Name

Oxford, MS | yourname@gmail.com | 662 – XXX – XXXX | LinkedIn URL

November 15, 20XX

Mr. Charles Boswell
Human Resources Director
Summerville Clothing Company
2000 Cannon Court
Memphis, TN 38117

Dear Mr. Boswell:

I am writing to express my interest in the Executive Training Program for Summerville Clothing Company as detailed on the company's Human Resources Website. I was immediately attracted to the position because of Summerville's commitment to customer service and the tremendous growth opportunity within the company. Additionally, my prior experience in retail and my student leadership at Ole Miss make me a strong candidate for the rotational program.

I am a senior at the University of Mississippi majoring marketing and will graduate May 20XX. My passion for the retail industry began when I started working for Macy's in the Juniors Department during high school. I found that I enjoyed working with customers in determining their needs, matching those needs with a quality product, thereby building relationships with satisfied consumers. I was further motivated by our team sales goals and enjoyed thinking of creative ways to feature new products. This passion carried over to my student leadership position with Kappa Sigma Nu, where I established and helped exceed target fundraising goals for the Donate My Dress Foundation, which provides prom dresses to underprivileged youth. A study abroad opportunity to Stellenbosch University, South Africa, further enabled me to apply these skills as I worked with a team to gather used clothing from affluent communities for needy children in a local township. I will bring this same energy to Summerville Clothing Company.

I would appreciate the opportunity to meet with you and discuss my potential contribution to the Summerville team. I will contact you during the week of November 29th to discuss employment possibilities. If you require additional information, please call me at (901) 892-0331 or email yourname@olemiss.edu. Thank you for your time and consideration.

Sincerely,

<Sign Your Name Here>

Your Name