

**John Hitchcock**

Belmont Abbey College  
100 Belmont – Mount Holly Road, Box 313  
Belmont, NC 28012  
johnrhitchcock@abbey.bac.edu  
(704) 555-5555

Date

Mr. John Doe  
XYZ Company  
P.O. Box 623  
Charlotte, North Carolina 28613

Dear Mr. Doe:

My professor, Dr. Abbey, referred me to you in regards to a potential position with your professional sports organization. I have provided my resume in application for this opportunity.

As you can see from my resume, I will earn my Bachelor's Degree in Sports Management from Belmont Abbey College where I have developed a strong knowledge base in:

Sports History  
Facility Design  
Risk Management

Sports Marketing  
Sports/Business Law  
Management & Ethics

This classroom experience has been supplemented by an internship where I handled ticket sales for events, programming for sports camps, review and analysis of current marketing campaigns, and designed, implemented, and put on successful events. In addition, I work well both independently and as part of team to accomplish goals and objectives.

I am a hard working and organized individual who understands and enjoys working with technical issues. My attention to detail and ability to effectively troubleshoot problems has afforded me success in the classroom, and I wish to bring these abilities to your organization.

Thank you for taking the time to review my resume and consider my qualifications. I will follow up with you next week, and I look forward to meeting you to further discuss my candidacy for this position.

Sincerely,

*Sign if you are mailing it in!*

John Hitchcock

## **Jane Doe**

Belmont Abbey College  
100 Belmont – Mount Holly Road, Box 313  
Belmont, NC 28012  
janedoe@abbey.bac.edu  
(704) 555-5555

Date

Mr. John Doe  
XYZ Company  
P.O. Box 623  
Charlotte, North Carolina 28613

Dear Mr. Doe:

In response to an ad posted on your website for an entry-level Marketing position, I submit my resume for your review.

As you can see from my resume, I have hands-on experience in developing marketing logos, slogans, and campaigns from my college coursework and my internships. This experience includes working with a team to brainstorm new ideas, meeting with current and prospective clients to analyze needs and design new programs, and preparing media kits, mass mailings, and updating website content. Through class projects I have analyzed the marketing campaigns of major corporations and evaluated their overall effectiveness; in addition I worked as part of a team to create a new marketing campaign for a local non-profit organization. I will earn my Bachelor's Degree in Business/Marketing in May of this year.

My outgoing personality and professional communication skills make me an ideal candidate for a position in marketing. I am a hard-working, motivated, and deadline oriented individual who will work to meet the needs of your clients while representing your firm with the utmost professionalism.

Thank you for your time and consideration. I look forward to meeting with you personally to further discuss the position and my qualifications.

Sincerely,

*Sign if you are mailing it in!*

Jane Doe

## **Jack Sprout**

Belmont Abbey College  
100 Belmont – Mount Holly Road, Box 313  
Belmont, NC 28012  
jsprout@yahoo.com  
(704) 555-5555

Date

Mr. John Doe  
XYZ Company  
P.O. Box 623  
Charlotte, North Carolina 28613

Dear Mr. Doe:

In response to your advertisement for a Human Services Case Manager, I submit my resume for your review.

In direct response to your position requirements, I have a Bachelor's Degree in Psychology with relevant coursework in Cognitive Psychology, Developmental Psychology, and Abnormal Psychology. Also, I have hands-on experience from my internship where I performed client intake responsibilities, participated in group counseling sessions, designed treatment plans, and analyzed case histories.

Your position requires someone who is both a good listener and a good communicator, which are traits I have developed in class and in the workplace. I am able to effectively communicate with people of all ages and backgrounds as demonstrated by my volunteer experience with the Boys & Girls Club.

I am a highly organized and self-motivated individual seeking to begin a career working with at-risk populations so I may provide a service to my community. This position matches perfectly with my skills, traits, and career goals.

Thank you for your time in reviewing my qualifications and I look forward to meeting you soon to discuss this position further.

Sincerely,

*Sign if you are mailing it in!*

Jack Sprout