

FIRST NAME LAST NAME

100 4th Avenue
New York, NY 10000
(555) 555-5555
firstlast@email.com

March 13, 2020

XYZ Retail Solutions
1122 Park Avenue
New York, NY 10065

Dear Hiring Manager,

I am writing to express interest in the Media Analyst position at XYZ Retail Solutions that I saw on CareerHunter. I believe my degree in Media Analysis and Criticism, my organizational and technical skills, along with my management and merchandising experience, make me a strong fit for your company.

During nearly three years as a Merchandise Store Manager at TUV Group, I managed product merchandising and implemented new initiatives to increase efficiency and sales store-wide. As a result, revenues increased by 7% for the year ending 2016. Looking to advance my management and marketing skills, I then took a job with QRS, Inc. as Department Manager where I worked for almost two years. In this role, I conducted consumer-needs assessments and recruited high performing sales associates to build and sustain a customer-focused culture. I also organized numerous in-store promotional events to drive sales and increase brand awareness. In 2018, to further enhance my operational and marketing skills, I began working at Meyers & McMillan, P.C. as an Operational Assistant. My main duties include engaging in social media promotion and supporting the operations of the company through client outreach and daily office administration. As evidence of my contributions, the company's clientele base increased by 16% for the year ending 2019.

My experience illustrates my strong marketing and management background, ability to lead and to collaborate, and a deep motivation to learn and build upon my strengths. Given my interest in the use of social media in advertising, I would value the opportunity to join your team and be able to contribute to the growth of your company. I want to reiterate my strong interest to discuss this opportunity and my qualifications with you further. Thank you for your time and consideration.

Sincerely,

First Name Last Name

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February 7, 2021

Mr. Evan Charleston
Writing Center, RM. 805
New City Community College
1010 14th Avenue
New York, NY 10000

Dear Mr. Charleston,

With enthusiasm, I am applying for the Writing Tutor position at the Writing Center at New City Community College that is posted on CareerHunter. My current status as an Adolescent Education major with an emphasis in English at Hunter College and my related volunteer experience make me a great candidate for this position.

My studies at Hunter College require me to be current on the methods and technologies in education. I have excelled in all of my courses including Educational Psychology and Teaching English Methods to a Diverse Population. In these courses, I have learned and adopted effective approaches to presenting information on the grammatical, lexical, and syntactic aspects of the English language to help students improve their writing, reading, and study skills.

At New York Cares, where I volunteer in the Sophomore Skills program, I work weekly with high school sophomores to improve their reading, writing, and math skills to prepare them for the standardized tests they will have to take in their junior year. Along with supervisors and other volunteers, I develop alternative approaches to help students to better understand the material.

My experience, strong work ethic, professionalism, and commitment to students make me well suited to be a Writing Tutor at New City Community College. I have included my resume for your review and can be reached by phone or email for scheduling an interview. Thank you so much for your time and consideration.

Kind regards,

First Name Last Name

First Name Last Name

100 4th Ave
New York, NY 10000
555-555-5555
firstlast@email.com

January 12, 2020

Ms. Roberta Hernandez
Director of Recruitment
ABC Corporation of America
1611 Avenue of the Americas
New York, NY 10017

Dear Ms. Hernandez,

I was excited to see your posting for a Human Resource Assistant listed on the Hunter College Career Development Services Job Search System. Below are a few highlights of my qualifications.

I am currently pursuing a Bachelor's degree in Psychology and will graduate with honors in May 2020. The courses I have taken in Industrial/Organizational Psychology, Motivation, and Social Psychology have deepened my understanding of human relations while also broadening my perspective on the workplace dynamic. Additionally, working as a sales associate at H&M and a maître d' at Blue Ribbon has enabled me to develop my interpersonal and administrative skills. I have excelled at processing and orienting new hires as well as maintaining payroll, and facilitating an efficient working environment. I am eager to contribute my acute attention to detail and computer proficiency to the ABC Corporation of America within the Human Resources department.

The combination of my work experience, college courses, computer skills and diligent work ethic make me a well-qualified candidate for this position. Enclosed is my resume for your perusal. I look forward to the opportunity to meet with you. Thank you for your time and consideration.

Sincerely,

First Name Last Name