

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr./Ms. LastName,

I read about Company X's retail management training program in *College Graduate Magazine* and I would like to inquire about the possibility of openings.

I am interested in a career in retail management and am planning to relocate to the New York City area in the near future. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor of Science degree in Management and Business, as well as retail experience as a Sales Associate and Key Holder. In addition, I completed two internships focusing on retail management.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Your Signature

Your Typed Name

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FIRST NAME	LAST NAME
Richard	Evans
E-MAIL ADDRESS	PHONE NUMBER

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