

Sample-Prospecting Letter

1600 Sherman Ave., #301
Evanston, IL 60208

January 16, 2016

Mr. Brett Newkirck
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Newkirk,

I read your company's description online and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to remain in the Chicago area after graduation.

I shall receive my B.S. degree in communications studies this May. My interest in business started in Junior Achievement in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I research the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they don't tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a success career in retail management. And my relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I shall call you during the week of January 23 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 847/555-5555 and my e-mail is a-chen@xys.edu.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Amy Chen