

SAMPLE COVER LETTER: Bulleted Format

This letter demonstrates the student's fit with the position using bullet points to highlight specific achievements from one part-time job directly related to the job description.

May 10, 201X
500 North Burnette
Chicago, Illinois 60622

Ms. Linda Okenoke
Dorenfest & Associates
100 W. Congress Street
Chicago, Illinois 60677

Dear Ms. Okenoke:

I recently learned of a Market Research Associate position with Dorenfest & Associates from a posting on SimplyHired.com. I would very much like to be considered for this position and am enclosing a resume for your consideration.

This month I will be completing my Bachelor of Arts degree at the University of Illinois at Chicago (UIC). In a variety of part-time and internship positions in business and non-profit organizations, I have acquired excellent time management, written and oral communication skills. In addition, my experience conducting client interviews, preparing detailed reports, conducting research and my logical decision-making abilities will help me to immediately add value to Dorenfest & Associates.

As an Assistant Manager in a retail work environment, I had numerous achievements directly related to the position you are filling:

- Developed a brief customer interview profile which assisted all staff in directing customers to products of interest much more quickly than before.
- Trained each employee to view customers as individuals with unique needs and issues that must be considered and analyzed prior to the sale.
- Researched demographic and socio-economic data and compiled a customer database which resulted in a 25% increase in sales volume over 18 months.
- Was selected by the Regional Manager to make weekly presentations to groups of customers on featured products.

I welcome the opportunity to discuss further how my qualifications, energy, enthusiasm and willingness to learn can make a considerable contribution to Dorenfest & Associates.

Sincerely,

Linda Chang

Lchang4@uic.edu
enclosure