

October 2, 2015

1234 Dodge St
Omaha, NE 68182

Charles Smith
Director of Personnel
Old Market Corporation
Omaha, NE 68182

Dear Mr. Smith:

I am writing to apply for the Management Trainee position we discussed at the University of Nebraska at Omaha Career & Internship Fair. In learning more about the position through our discussion, I believe with my previous leadership experience and customer service training I can make a valuable contribution to Old Market Corporation.

In May, I will graduate with my Bachelor of Science in Psychology with a minor in Business Administration from the University of Nebraska at Omaha (UNO). While in school, I am working part-time at a small independent bookstore. Through this position, I have gained experience serving customers, and the importance of building relationships to earn their continued business. Due to the small size of the company, I have also been exposed to and participated in most aspects of managing a business, including producing monthly sales reports that allow the owner to project seasonal inventory needs. I also assisted with the development of ideas for special promotional events and calculated book sale proceeds after each event in order to evaluate its success.

In addition to my part-time work experience, I have also been involved with Delta Epsilon Iota academic honor society at UNO. After participating two years as an active member, I was elected to the role of Vice President for the 2015-16 academic year. Through this role, I have assisted in the planning and professional development events and promoting member participation in these events.

I believe my leadership experience and customer service training is an excellent match for the Management Trainee position. I am excited about the possibility of joining your dynamic team and contributing to the growth of Old Market Corporation. Included in my application is a copy of my resume. Please don't hesitate to contact me if I can provide additional details or clarification. Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Durango Maverick

Durango Maverick
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