

Mai Manager
1762 W. Pontiac Way
Fresno, CA 93726
(559) 555-5555
mai_manager@mail.fresnostate.edu

October 21, 20xx

Ms. Rachel Lines, Customer Service Supervisor
Kohl's
1000 Shaw Ave.
Clovis, CA 93612

Dear Ms. Lines,

I was excited to learn about your position as a Store Management Trainee with Kohl's at the Professional & Business Services Career & Internship Fair held at Fresno State. The opportunity to work for one of America's leading retail department stores is exactly what I have been seeking. I believe the internship experience I gained with Express, combined with my excellent academic record have given me the skills necessary to make a strong contribution to the Kohl's retail organization.

While working at Express, I learned the importance of merchandising and visual presentation, as well as maximizing sales and profit objectives. Some of the skills I would bring to the position are:

- Excellent customer service background
- Strong leadership skills
- Outstanding communication skills
- A passion and flair for retail sales

Serving as President of the Fresno State American Marketing Association Collegiate Chapter allowed me the opportunity to build upon my leadership skills and to interact with both students and Marketing Managers throughout the Fresno area. In addition, the challenge of working 25 hours a week while coordinating academics and school activities taught me the importance of organizing my time effectively. I work well in a team environment and would bring integrity, intelligence, and energy to the position.

I welcome the opportunity to meet with you in person to discuss my skills and experience. Please feel free to contact me at mai_manager@mail.fresnostate.edu or by phone at 559-555-5555.

Thank you in advance for your consideration.

Sincerely,

(Signature)

Mai Manager