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August 4, 2014

Ms. or Mr. Lastname
Any Jobwilldo Inc.
123 Anywhere Street
Anywhere, CA 00000

To whom this may concern:

I am submitting my resume (and application) for the Sales associate position that was advertised on the stores website.

I am currently enrolled at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will graduate next semester. I have maintained a \_\_\_ grade point average while working part time in a work study program. I am especially interested in working at \_\_\_\_\_\_\_\_\_\_\_ because it\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Although I lack experience working in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I believe my \_\_\_\_\_\_\_ and\_\_\_\_\_\_\_ will make me a valuable \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_.

Thank you for reviewing my resume (and application). I would very much like to interview for this position and will follow up with you next week.

Sincerely,

Your Name

Enclosure: Resume