

Student Name
address
Gainesville, FL 32611
phone number
email@ufl.edu

September 18, 2005

John VanEtten
Konica Minolta Inc.
15 Skyline Dr.
Hathorne, AL 10931

Dear Mr. VanEtten:

I am writing to apply for the sales representative position. I noticed the position opening on the Konica Minolta web site and was instantly drawn to it. I will receive a Bachelor of Science degree in marketing from the University of Florida in the spring of 2007.

Over the course of my undergraduate education, I have taken the courses necessary to become a successful sales representative. Such courses include Principles of Marketing and Principles of Management. These courses have given me a better understanding of the marketing environment and the tools needed to excel in the field of sales. I have also completed multiple computer programming courses which provided training with Windows, Power Point, Excel, and Word.

In a business world that is constantly changing, communication skills are very important. To supplement my core business courses, I completed a business writing course. This course provided many techniques to communicate effectively in a business setting. Such techniques include proper letter writing and effective business memo composition.

I feel that I have acquired the skills needed to succeed as a member of Konica Minolta. My education has provided a strong background in marketing and an understanding of efficient business practices. I greatly look forward to arranging an interview with you in the near future. My phone number is ####-###-#### and my e-mail address is email@ufl.edu. My schedule is flexible and I can meet at your convenience.

Sincerely,

Full Name