**[Date]**

**[Street]**

**[Telephone]**

**Dear [Hiring Manager],**

Thank you for taking the time to review my resume for the sales position with your company. I have a wide array of interests and strengths that I believe would be beneficial for your company. As someone who is hardworking and enthusiastic, I would be an asset to you.

In May I graduated from the University of Michigan with a degree in Journalism with an emphasis in Strategic Communication, specifically Advertising and Public Relations. Although I didn’t minor in them, I have concentrated my elective studies in Communications and Graphic Design. I was a member of our AdClub on campus, as well as a student member of the Michigan Interactive Marketing Association. I enjoyed my time in college because it has given me a place to develop my passions into a potential career, and I spent several semesters on the Dean’s List within the College of Liberal Arts at the University of Michigan.

As someone who has extensive experience in advertising and marketing as can be seen in my resume, I would be a great addition to your team. Again, I’d just like to thank you for your time in considering me as a potential candidate for this position. I am very excited to begin this next phase of my life. Please feel free to contact me if you need any further recommendations or materials in my review. I’d love to set up an interview, as well. My contact information can be found at the top, or on my resume.

**Sincerely,**

**[Signature of Manager]**