400C Hunter Ridge  
Blacksburg, VA 24060  
(540) 555-1111  
boles@vt.edu

October 26, 201X

Ms. Glenna Wright  
Human Resources Manager  
Fashion Department Store  
2000 Line Drive  
Fairfax, VA 22030

Dear Ms. Wright:

Thank you so much for your time and the privilege of having an interview with you yesterday, October 25, during your recruiting visit to Virginia Tech. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a B.S. in Fashion Merchandising. Through my education and experience I’ve gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from sales associate to assistant department manager. I think my education and work experience would complement Fashion’s management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to be considered by Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by e-mail at boles@vt.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures