

Chris Smith

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Darrin Vader
ABC Corporation
1800 Lucinda Avenue
Lisle, Illinois 60115

Dear Mr. Vader:

Ms. Jane Smith of Northern Illinois University's Career Services encouraged me to notify you of my interest in your new management trainee program at ABC Corporation. While researching area organizations, I was attracted by your emphasis on customer service along with your organization's international financial strength. I was also very impressed with your mission statement's focus on enthusiasm and hard work. I believe this fosters strong teamwork and helps to shape an enjoyable and professional environment.

A position with an organization such as yours fits very well with my education, experiences, and career interests. As a Management major and Communication Studies minor, my education has provided me with an expanded way of thinking and learning. With my study abroad experience in Lisbon, Spain, my world view has broadened and I have acquired the ability to understand and communicate more effectively with diverse cultures.

As a Human Resource Intern last summer, I gained exposure to a variety of work roles and environments which have prepared me for success. At Arrow, Inc., managing the new application system roll-out as well as training twenty-five executive and team leaders regarding the system, was a most rewarding experience. I engaged in teamwork on a daily basis by covering for those on the floor and participating in weekly executive meetings.

I would appreciate the opportunity to further discuss how my skills and knowledge would benefit ABC Corporation. My resume is enclosed for your review. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Chris Smith
Enclosure