UTSA College of Business, Center for Student Professional Development
Recommended Cover Letter Template for Undergraduates
(*Your heading should match the heading on your resume)

JANE LIMON
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San Antonio, TX 78249
(210) 555-1212
Limon_jane@hotmail.com

December 9, 2012

Rachael Lines
Human Resource Manager
JCPenny
Collin Creek Mall
821 N Central Expwy
Plano, TX 75075

Dear Ms. Lines:

I was excited to learn about your position as a Sales Manager Trainee with JCPenny in The University of Texas at San Antonio's Rowdy Jobs. The opportunity to work for one of America's leading retail department stores is exactly what I have been looking for. I believe the internship experience I gained with Express, combined with my excellent academic record have given me the skills necessary to make a strong contribution to the JCPenny retail organization.

While working at Express, I learned the importance of merchandising and visual presentation, as well as maximizing sales and profit objectives. Some of the skills I would bring to the position are:
- Strong leadership skills
- Outstanding communication skills
- A passion and flair for retail sales

Serving as President of the American Marketing Association student chapter allowed me the opportunity to build upon my leadership skills and to interact with both students and Marketing Managers throughout San Antonio. In addition, the challenge of working 25 hours a week while coordinating academics and school activities taught me the importance of organizing my time effectively. I work well in a team environment and would bring integrity, intelligence, and energy to the position.

I welcome the opportunity to meet with you in person to discuss my skills and experience. I will contact you next week to verify you received my resume. In the meantime, please feel free to contact me at limon_jane@hotmail.com or by phone at 210-555-1212.

Thank you in advance for your consideration.

Sincerely,

Jane Limon

Enclosure: Resume