

This sample letter can be utilized when you do not have a specific recipient, in a situation where you are responding to a posting online!

Hello! ← *Salutation remark to open your letter!*

I am incredibly excited about the part-time opportunities your company has listed on CareerBuilder.com. As an MBA candidate focusing on marketing and PR, I can't think of a more perfect part time job. I'm sure you're flooded with applications but let me give you three reasons you should pick me: *Highlight why you are interested in the position*

Place emphasis in the body of the email as you are highlighting your unique characteristics!

- 1) **Character and personality-** I'm an extremely competitive and positive individual, constantly in pursuit of excellence and self-improvement. I've worked in industries where ethics and confidentiality are a must, and have professionally dealt with clients of all ages and ethnicities.
- 2) **Outstanding communication and writing skills-** I've given informative and entertaining presentations to audiences of over 60 people; I love articulating and discussing ideas! I've written informative documents ranging from 1 to 50 pages and I've spent countless hours honing my individual interaction skills via interview, phone, and email. Plus, I have commercial and modeling experience.
- 3) **Enthusiasm-** I am extremely enthusiastic about MarketSource. You've built a high quality company, focusing on service, integrity, and excellence: exactly the kind of environment I want to be in. I believe MarketSource will benefit from my previous customer service and academic experiences, while simultaneously providing me with an opportunity for continued growth and learning.

Being a quick learner, I believe I can start contributing to your company immediately. I look forward to hearing from you, and am anxious to schedule an interview.

Thank you so much for your time and consideration.

Sincerely, ← *Closing remark*

Jane Smith
Willamette University
MBA Candidate, 2006 ← *Sign with your name and student title*

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jsmith@willamette.edu ← *Incorporate your contact information*