[Name]
[Street Address]
[City, State, Zip]

March 1, 2012

Megan Matters
Director of Leadership Programs
ABC Leadership Company
123 E. Second Street
Dayton, OH 45409

Dear Ms. Matters:

I am writing in reference to the recent Management Training position posting in the Hire a Flyer Network at the University of Dayton. This position appeals to me because of my strong interest in management as a career, and will allow me to use the skills I developed through my involvement with student organizations at the University of Dayton to benefit your organization.

In May 2012, I will graduate from the University of Dayton with a bachelor of arts in business administration with a concentration in management. I have learned a great deal about people, leadership, and management through my coursework and my involvement with the Student Government Association and Campus Activities Board. I was a senator for the Student Government Association where I managed a small sub-committee of four students in charge of residential affairs. I was also the Vice-President of Campus Activities Board where I co-managed a group of 15 students. I thrive in group settings where I can work with a team to accomplish goals. These positions gave me the opportunity to learn valuable transferable skills that I can apply to the Management Training position with your company. In addition to my involvement, I am able to successfully maintain a good grade point average while remaining involved as a campus leader. All of these things combined with my educational experience make me an ideal candidate for the Management Training position.

Enclosed you will find a current copy of my resume. If you have any questions regarding how my skills fit with your organization, please give me a call at 937-555-5555. I may also be reached by email at flyerfan@udayton.edu. Thank you for your consideration. I look forward to hearing from you soon to set up an interview.

Sincerely,

Flyer Fan

Flyer Fan

Enclosure