

Sample Cover Letter

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April 29, 2021

Ms. Mary Jones, College Recruiting Coordinator
ChemSpec Inc.
11459 Jones Parkway
St. Louis, MO 63033

Dear Ms. Jones:

Please consider my application for the position of Sales Representative at ChemSpec Inc. I saw this position on Triton Careers through the University of Missouri-St. Louis Career Services office.

As a candidate for the job, I offer you excellent organizational skills. I demonstrated my ability to organize when I served as chair of my fraternity's rush program. During that year, I increased the number of pledges by 20% over the previous year.

Additionally, while selling ads for the *UMSL Current* student newspaper I developed knowledge of our advertising market. My strategy in selling ads consisted of contacting past advertisers and targeting merchants patronized by UMSL students. I added six new advertising customers during my first term on the job.

I would like to talk with you about my qualifications for the job and my interest in ChemSpec Inc. Thank you for considering my qualifications.

Sincerely,

David P. Ross

UMSL | Career Services
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