

# BUSINESS STUDENT | ASPIRING MANAGER

Justify  
Left

business.student@email.kpu.ca

[www.linkedin.com/in/student](http://www.linkedin.com/in/student)

604 122 3344

September 3<sup>rd</sup>, 2021

Ms. May Win  
Human Resources Manager  
Professional Company Inc.  
1200 Fortune Road  
Fametown, BC V1R 2Z3

1"

Re: **Management Trainee #A123**

Dear Ms. Win:

The first paragraph should convince the employer in no more than **3 sentences** that you might have what it takes to be successful in the job. Tell the employer what inspired you to apply for this position, how your skills, experiences and background will benefit the company. How are you unique and best-suited for the job? How are you aligned to their vision, mission and values?

The second paragraph should highlight relevant skills, knowledge and abilities (relevant to the job posting). **Do NOT repeat information from the résumé.** Refer to academic experiences (class assignments, projects), work-integrated learning (experiential learning, co-op placements, internships) or work experience (paid or volunteer) as they relate to the requirements of the job you are applying for. This paragraph should answer the question: **why should we hire you?**

Include what your future focus will be (relevant to the position): pursuing a professional designation, specializing in a certain field, getting a solid practical knowledge, etc. This is the paragraph to mention one accomplishment: a high GPA, leadership roles in student societies or planning events, etc., and explaining why you are a good match for the company.

Wrap up in a positive way, conveying your qualities that will be valuable to the employer and will support your success in that position. Show enthusiasm for the position, team or company. State your willingness to provide additional information if needed. Provide the best way to contact you.

Formal salutation,

Business Student

Enclosure:  
Résumé