

# ALISON TAYLOR

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September 2, 2014

Ms. Bethany Allen  
Regional Manager  
XYZ Corporation  
5678 Corporate Drive  
Anytown, WI 55632

Dear Ms. Allen:

Please accept my application for the Management Trainee position with XYZ Corporation. I was excited to see the description posted on Handshake, due to my previous experience job shadowing your Stevens Point Store Manager Jane Doe. I highly respect the dedication of your employees and the active portrayal of the company's mission in their daily work.

You will notice that my educational background and experiences closely match the values and skills sought by your organization. Some highlights of my qualifications related to the position include:

- Bachelor of Science degree in Business with a Management emphasis
- Self-motivated and ability to consistently meet and exceed goals when working individually and as a member of a team
- Supervisory and training roles throughout four years of college

During my time as the Communications and Public Relations Chair for the Student Government Association, I took the initiative to implement surveys to determine the effectiveness of our committee's work. I delegated tasks between a ten member team, and as a result increased our social media following and marketing presence on campus. Your employees' enthusiasm, energy, and knowledge attract me to work for your organization. I would like to add my positive attitude and customer service focused work ethic to your workforce.

Attached is my resume further detailing my experiences. I look forward to talking with you about this opportunity and will follow up with you next week to ensure my materials were received. If you have any questions or would like to contact me, I can be reached by phone (323) 254-8421 or email alisontay@email.com. Thank you for your time and consideration.

Sincerely,



Alison Taylor

Enclosure