Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear Mr./Ms. Last Name,

I read about Company X's retail management training program in *GETAJOB MAG* and I would like to inquire about the possibility of openings. I am very interested in a career in retail management and think your program is a perfect match for both my skills and my experiences. I am a recent graduate from the University of California with a degree in Business Management. I have over five years of retail experience as both a Sales Associate as well as a Manager.

I have included my resume which contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555 or by email at Iamawesome@hireme.com..

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Signature