

Student Name
email@ufl.edu
address
Gainesville, FL 32611

September 20, 2005

Kaplan CPA Review
1905 Palace Street
La Crosse, WI 54603
United States of America

Dear Director of Human Resources:

I am writing in response to your online job listing on Monster.com for the marketing internship position at Kaplan Inc.'s CPA Review division available in Miami, FL. I am interested in becoming involved in the business of marketing the educational and career services the Kaplan provides. The position will allow me to utilize my skills developed at the University of Florida as well as those gained from my experience at Gainesville Bennigan's.

Currently, I am enrolled at the University of Florida where, as a business major, I have learned about the principles of marketing as well as strategic selling techniques. Past accounting and finance classes have taught me strong bookkeeping principles and skills. My present job as a marketing team member at generic restaurant has also taught me to market skillfully making me a good candidate for the marketing position. My head server responsibilities have given me great hands-on knowledge of balancing accounts, inventory orders, and other money related experiences.

I have strong interpersonal and verbal communication skills as a result of bartending and serving for four years. The hospitality industry has taught me to think and move quickly. My work ethic is strong and my energy level never waivers. I have developed relationships with many customers to increase repeat business and boost the number of restaurant regulars. I love working with others and am easy to work with as well.

Enclosed, is a copy of my resume for your consideration. I look forward to meeting with you to discuss how I can contribute to your company. You can contact me by e-mail at email@ufl.edu, or by phone at ###-###-####. Thank you for your time, I am excited to hear from you.

Sincerely,

Student Name