

George Smith
2424 Brighton Ct.
Elmwood Park, Illinois 60534
708-969-7789
gsmith@aol.com

Mr. Don Stevens
Director, Human Resources
XYZ Corporation
123 Main Street
Naperville, Illinois 60645

Dear Mr. Stevens:

In response to your advertisement on Monster.com, I would like to apply for the position in your Business Trainee Department. I have a strong interest in joining a dynamic organization such as XYZ Corporation and feel I can make major contributions to the company in a short period of time.

I have recently graduated from DeVry University with a degree in Business Operations. During my last two years at DeVry, I was employed as an assistant in the Accounting Department where I processed payroll and budget reports. My excellent communication skills and a strong work ethic would make me a valuable asset to your training program.

I have enclosed my resume for your review. I can be reached at 708-969-7789. I look forward to meeting you.

Sincerely,

(sign name here)

George Smith