

## SAMPLE APPLICATION LETTER

9423 Rodgers Point Way  
Fishers, IN 46038  
(317) 555-1234

May 5, 2009

Ms. Mary Johnson  
Human Resources Manager  
Kimberly-Clark Corporation  
200 Winchester Road  
Neenah, WI 54956

Dear Ms. Johnson:

Please consider me for your Sales Management Trainee Program. My education in the field of marketing and my background in selling ideas, concepts and programs, with successful outcomes, will allow me to meet the challenges of this position.

Attitudes predict behavior. If this holds true, I am confident that I will perform as effectively as a part of the Kimberly-Clark Sales Management team as I have in my college endeavors. My optimism, self-determination, and ability to set and achieve goals have resulted in academic and personal success.

I challenged myself to excel in the classroom and in my role as a resident assistant. As indicated on my resume, for the past two years I have maintained a 3.5 grade point average while working 20 hours a week to market and implement residential life programs, mediate resident conflicts, and help students adjust to college life. This demonstrates my ability to manage multiple tasks and remain focused.

I feel the skills I have developed in listening to the concerns and needs of others, and the ability to turn those needs into workable solutions, will ensure my contributing to the Kimberly-Clark sales team.

Thank you for your time and consideration. I will call your office the week of May 28 to discuss a convenient time to meet and discuss my background and qualifications in greater detail. I look forward to speaking with you.

Sincerely,

Carmen Viagas

Enclosure