

Based on this information write a cover letter:

Education-

-You are currently studying at San Francisco State University. You are studying Bachelor of Science in Business administration with Finance, and the GPA is 3.4

Skills and Abilities-

-You are really good at WORK ETHIC because it is very important for the manager position.

-Communication

-Use of computers like Microsoft Excel, Word powerpoint etc.

-Analytical.

- Fluent in five languages: English, Hindi, Gujarati, Urdu and Spanish

Work experience:

- Has worked as a bank teller before

-Currently working as a supervisor at CVS Pharmacy for more than 3 years.

- Volunteer in program to learn how to fix cars

Feel Free to make up any good stuff that will look amazing in the cover letter.

Example below shows how to write and what should be included in the cover letter

Global Industries

Assistant sales manager Global Industries, Plymouth Michigan: this position is responsible for assisting the sales manager of a regional chain of department stores. The role requires leadership skills to manage collaborative processes, effective communication skills to ensure deadlines are met, and efficient computer skills to coordinate and manage large volumes of data. The assistant sales manager develops and maintains positive working relationships with the store managers, develops functional strategies, executes promotional activities, reviews Market strategies to identify potential customers and new business opportunities, conducts competitive research, prepares sales analysis reports, and helps store managers achieve sales and profit goals.

Job Requirements:

- undergraduate degree in Business Administration or related field
- minimum to five years of General business experience project management experience preferred
- outstanding interpersonal, written Communications, and presentation skills
- effective collaboration in diverse team environment to achieve business results
- travel requirement of 10 to 15%

These four things must be included in the cover letter:

Attention :

- Name the position
- The company
- The source
- Personal history with company

Interest:

- List your qualifications as they relate to the job
- A verbalized version of the resume
- Connect your currency to the qualifications of the job

Desire

- List your qualifications as they relate to the job
- A verbalized version of the resume

-Connect your currency to the qualifications of the job

Action :

- Be tangible about what you want (an interview, a scholarship, etc)**
- be respectful and firm**

Dear Ms. Janeway

Thank you for the opportunity to apply for the assistant sales manager position at Global Industries, I was very pleased to learn from monster.com that you are currently hiring. I first became interested in working for Global when we studied the company's quality Care Program in my marketing class last year. Since then, I've been following Global industries that have been particularly impressed by the company's ability to promote its mission to be the "preferred shopping experience for a diverse clientele by providing quality products and services."

As my attached resume indicates, I can bring to Global over three years of sales associate and customer service experience, most of which I gained while a full-time student. This experience, along with my academic work in marketing and other business concentrations, has helped me develop the leadership, communication, and collaboration skills required to be a valuable member of your management team. I had an opportunity to develop those skills further during my junior year study abroad term in the Philippines, where I played a leadership role on an international and interdisciplinary team of students working on an intense, month-long market research project about reaching underserved populations. I was also one of the team members chosen to return to the Philippines to present our results at the Philippine business conference & Expo in Manila. More recently I had the opportunity to demonstrate my abilities as one of the team leaders in our local Target's Customer Comes First Campaign, which significantly increased our customer satisfaction ratings.

I'm enthusiastic about working at Global and I would appreciate the opportunity to meet with you to discuss how I can use my experience to exceed your customer care goals. Please contact me by phone (215 -984-5580) Or email (salkins@gmail.com) at your earliest convenience to arrange the interview.
thank you for your consideration.

Sincerely,

Shavon Alkins

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(215 - 984 - 5580)

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