

[Retail Admin- Cold Contact]

David Cooper  
123 Anywhere Street  
Hometown, IL, 12345

August 1, 2011

Mr. John Doe, Sales Manager  
Target, Inc.  
123 Mall Drive  
Shopping Town, IL, 34566

Dear Mr. Doe,

After fifteen years in retail administration, I am exploring new avenues to utilize my education, skills, and experience and have attached my resume for your consideration. Both my Bachelor's degree in Marketing and Sales and my Master's degree in Public Administration, have given me a strong foundation in business principles.

You will notice one common thread throughout my career. I am an administrator and a problem solver with proven skills to train, to motivate, and to lead. I have successfully applied these skills in office management, field operations, purchasing, communications, department organizing and structuring. I am skilled in working with personnel from entry level to coordination with Senior Management. My diversity of accomplishments shows my adaptability and business acumen.

I am self-motivated and work well both independently, as well as in team situations in order to get the task accomplished with efficiency of effort and time. I look forward to hearing from you at your earliest convenience. Thank you for your consideration.

Sincerely,

David Cooper  
(555) 555-5555  
DavCoop@email.com