

COVER LETTER – SAMPLE 1

1234 Lake Osceola Drive
Coral Gables, FL 33146

April 25, 2017

Mr. Thomas Smith
Recruiting Supervisor
Citigroup
One City Plaza, 2nd Floor
Miami, FL 33022

Dear Mr. Smith:

I am writing to apply for the Management Trainee position advertised on the University of Miami's HireACane career management system. My interest was solidified after attending an information session at the Toppel Career Center last fall. During this event, I learned about Citi's international distribution of financial services. I was particularly impressed to learn that Citi employees manage 200 million customer accounts in over 100 countries.

The Management Training position is a great opportunity to join Citigroup and continue to develop skills in the field. Customers are the center of any organization and I know that my experience working in various customer service positions will allow me to provide positive interactions to your clientele. This past summer, I interned in the Marketing Division of Bloomingdale's. My assignments ranged from market research to customer experience support, and I worked closely on a variety of projects with senior executives. For instance, we collaborated on a project utilizing social media to promote extended discounts for new Bloomingdale's credit card holders. As a result, we achieved a 5% increase in Bloomingdale's credit card applications. Overall, this internship allowed me to understand the inner workings of a large corporation by interacting with key players in the division and maintaining direct customer contact.

I look forward to sharing more with you about how I can contribute to the success and growth of Citigroup, and am eager to learn more about the infrastructure of your organization. Please feel free to contact me at 305-284-5451 or dianefirestone@umiami.edu. Thank you for your consideration.

Sincerely,

Diane Firestone

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