

860 North 17th Street #555
Lincoln, NE 68508
September 1, 20XX

Ms. Natalie Warner
Recruiting Manager
Union Pacific Railroad
1400 Douglas Street, STOP 1050
Omaha, NE 68179

Dear Ms. Warner:

As an outgoing and high energy individual, I am an ideal candidate for the position of Marketing and Sales Intern at Union Pacific Railroad, which I found on Handshake. I am particularly interested in your company because of your commitment to exceptional customer service, focus on performance and teamwork, and high ethical standards. Therefore, please accept my application for the Marketing and Sales Intern position. Based on my marketing education, sales experience, and communication skills, I would be an excellent asset to the team.

During my tenure as a member of Phi Beta Lambda, a professional business fraternity, I helped plan the most attended conference in the chapter's history, attracting over 250 participants. As a member of the conference planning committee, I worked with local companies to secure sponsorships and donations. By approaching and negotiating with both new and previous donors to offset the costs of food and beverages, sponsor sessions, and provide materials, the conference was the most cost-effective in the past five years. Through these tasks, I utilized my communication, organization, and sales skills while working both independently and with a team. This experience and other sales roles have given me the necessary skills to successfully achieve sales with both small and large clients and maintain positive relationships with companies who declined to participate. I look forward to similar challenges in a fast-paced, customer-focused environment such as Union Pacific Railroad.

My marketing education, sales experience, and communication skills makes me an excellent candidate for the Sales and Marketing Intern position at Union Pacific Railroad. I am excited about the possibility of working for your esteemed company. Attached is my résumé, which details my qualifications. I will contact you within one week regarding the possibility of meeting with you to further discuss my qualifications for the position. Should you want to reach me earlier, please contact me at (555) 555-5555 or Alex.Business@unl.edu. Thank you for your time and consideration.

Sincerely,

Alex Business

Attachment