

## SAMPLE COVER LETTER: "T" or Table Format

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*This letter illustrates the student's fit with the position in table format, with requirements taken directly from the job description.*  
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July 1, 201X  
1245 South Loomis Street  
Chicago, Illinois 60600

Mr. Jonathan Aquino  
Dorenfest & Associates  
9190 N. State St.  
Suite 5012  
Chicago, Illinois 60699

Dear Mr. Aquino:

I recently learned of a Market Research Associate position with Dorenfest & Associates from reviewing your website. I believe my experiences and skills would enable me to make an immediate contribution to your growing firm.

I will soon be completing a Bachelor of Arts degree with a major in Criminology, Law and Justice and a minor in Psychology. In a variety of full and part-time positions in business, military and non-profit organizations, I have acquired excellent time management, written and oral communication skills. I am extremely goal driven and motivated, as evidence by pursuing my degree while holding full-time employment over the past several years. Below I have outlined my qualifications related to your position description:

### Your Requirements

### My Qualifications

Interview healthcare professionals and gather data	Interviewed customers/clients, compiled data and detailed reports. Interviewed and evaluated applicants for employment.
Research or phone experience	Conducted extensive in person research as a part of a class project concerning socio-economic, sex, race, and education levels of youth accused of crimes between 1999 and 2001.
Strong written and oral communication skills	Successfully negotiated and resolved discrepancies or problems with defective merchandise / workmanship with customers, clients and high ranking officers military officers.
Gathering / analyzing data	Compiled a customer database based on demographic and income levels of prospective customers, resulting in a 25% increase in sales.

I welcome the opportunity to discuss further how my qualifications, energy, enthusiasm and willingness to learn can make a considerable contribution to Dorenfest & Associates.

Sincerely,

Mary Sanchez  
[M-Sanchez4@hotmail.com](mailto:M-Sanchez4@hotmail.com)  
enclosure