

Olive Green

From:Olive Green

Sent:Wednesday, March 15, 2019 9:30 AM

To:Anita Knapp

Subject:Management Trainee Internship Application

Attachments:Olive Green Resume Management Internship.docx; Olive Green Cover Letter Management Internship.docx

Dear Anita Knapp:

Western Washington University's College of Business and Economics recently sent me a posting for House Design's Management Trainee Internship. As a student with a major in management and minor in fine art, I believe I am an exceptional match for a company that describes itself as "*the* premier retailer for fine design." In addition to my education, I also have five seasons of experience in retail and customer service in fast-paced, challenging environments.

As recommended in your Viking CareerLink internship posting, I have completed your online assessment and attached a copy of my resume and cover letter. Once you review the application materials, I understand that you will be in touch with qualified candidates to schedule interviews on April 15th in the Career Services Center. If you need additional information, please feel free to contact me at greeo@students.wvu.edu or phone 360-555-1212. I am very excited about the opportunity to intern with your organization and sincerely appreciate your consideration.

Sincerely,

Olive Green

516 ½ High Street

Bellingham, WA 98225

360-555-1212

greeo@wwu.edu

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