

5006 Wallingford Ave.
Appleton, WI 12345

October 2, 2021

Ms. Jessica Stevens
Director of Talent Sourcing
Georgia Pacific
67 Benton Street
Green Bay, WI 12345

Dear Ms. Stevens:

I am writing to express my strong interest in employment for the manager training position that was posted on Handshake. The training and support your organization provides to its employees is impressive and your commitment to sustainability is exciting to me.

As a student in the Business Management program, I believe the manager in training position is a very good match for my skills in leadership and project management. My leadership skills would be an asset to your organization. As vice-president of an international student organization, I helped increase membership by 25% and planned six events that reached a total of 200 students. In a marketing class during spring semester, I served as the manager of a project for an assignment that called for groups of four students to spend five weeks analyzing the marketing needs of a local business. I created goals and timelines, collected status reports, researched and gave the final presentation of our project. We finished our assignment several days prior to the deadline, our instructor gave us high marks, and the business owner is currently implementing two of our three recommendations.

I am eager to apply my strengths and background to team projects at Georgia Pacific. I welcome the opportunity to meet with you to further discuss how my qualifications will benefit Georgia Pacific. Please feel free to contact me by phone at 920-555-5555 or by email at darrinjones@nwtc.edu. Thank you for considering my application.

Sincerely,

Darrin Jones

Darrin Jones