

# SAMPLE COVER LETTER

123 Elm Street  
College Park, MD 20740  
April 1, 20XX

Nicole Thomas  
Director, Quality Control  
Merck & Company, Inc.  
410 Georgia Avenue, NW  
Washington, DC 20001

Dear Ms. Thomas:

At the University of Maryland Fall Career Fair, I had the opportunity to speak with a recruiter and learn about the entry-level Quality Control position available with Merck & Company, Inc. I will graduate in May with a Bachelor of Science in mathematics, specializing in statistics. My interest in corporate production and plant management has prompted me to contact you about this opportunity.

As you can see from my resume, my production internship with Kraft Foods last summer included valuable experience in both quality control and operations management. I have also taken many related courses, which I'm certain will provide a strong theoretical foundation for employment in this area. These courses include Applied Research Methods, Business Statistics, Collective Bargaining and Operations Management. I have also been active in many business-related campus activities. My self-motivation and independent work ethic, along with my aptitude for statistics, make me a strong candidate for this position.

I am eager to meet with you to further discuss this exciting opportunity. I look forward to hearing from you regarding next steps in the process. Thank you for your time and consideration.

Sincerely,

*Jason Vincent*

Jason Vincent  
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