

Pounce Panther

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February 10, 20XX

Baldrige Enterprises
10258 N. Mountain Spring Drive
Milwaukee, WI

Dear Hiring Manager:

I am eagerly writing to apply for the Assistant Product Manager position at Baldrige Enterprises that was posted on the company's website. I am drawn to your mission to create innovative products as solutions to consumer needs. As my attached resume indicates, I will be graduating from the University of Wisconsin-Milwaukee in May 20XX with a bachelor's degree in marketing. My education and training closely matches the qualifications outlined in the position description.

Through my coursework, I developed analytical and communication skills needed to be an effective produce manager. In my marketing management course, I analyzed business cases about product development and developed a marketing plan to launch a new product, determining pricing, promotion, and distribution. By writing emails, memos, and executive summaries in my business communication course, I gained experience writing the types of documents commonly prepared by assistant product managers.

Additionally, I have work experience that closely aligns with the open position. During my internship with B&K Toys last summer, I analyzed sales trends for various product lines, tracked market share in the tricycle market, and recommended promotion and merchandise strategies for a line of children's board games based on market research findings. This experience and my work as a barista at The Grind on campus help me cultivate interpersonal and communication skills needed to work in product management.

Thank you for your consideration. I look forward to the potential opportunity to contribute my creativity and data-driven strategic thinking to product development at Baldrige Enterprises. Please let me know if you need any additional information from me.

Sincerely,

Pounce Panther

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February 10, 20XX

Mr. Chancellor
KPMG LLP
777 E Wisconsin Avenue, Suite 1500
Milwaukee, WI 53202-5337

Dear Mr. Chancellor:

I am writing to express my interest in the KPMG Tax Internship position posted in Handshake. I enjoyed hearing more about this role from a KPMG recruiter whom I met at the University of Wisconsin-Milwaukee (UWM) career fair. This position aligns with my career goal of becoming a Certified Public Accountant and lifelong learner. With my educational background and work experience, I am well qualified for this internship.

As an accounting and finance major at the University of Wisconsin-Milwaukee, I have demonstrated an understanding of tax regulations and developed great work ethic. During my freshman year, I was one of 30 students admitted into the Business Scholars Program. While taking accelerated and challenging courses, I maintained a 3.94 GPA and received Sophomore Honors. As a Tax Intern, I would apply this same dedication to ensure the job is done efficiently and effectively. Completing the intermediate accounting class has taught me skills in income tax and GAAP.

In addition to my academic skills, I am well prepared for work in a professional environment. In my current position as Administrative Assistant in Lubar's Undergraduate Student Services, I quickly developed knowledge of business school procedures to appropriately address students' questions and concerns. Such experience will allow me to excel as a future consultant at KPMG. I can coordinate schedules, create detailed spreadsheets, maintain organized files, and complete time sensitive projects. For example, I independently managed a project to collect and analyze student appointment data, then made recommendations to improve the timing of drop-in advising services. My performance in the Undergraduate Student Services office demonstrates my ability to take on demanding tasks and exceed expectations.

I hope you will recognize my potential value as a Tax Intern at KPMG. I would very much like to meet with you to further discuss this position. Thank you for taking the time to review my qualifications. I look forward to hearing from you soon.

Sincerely,

Pounce Panther

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