

Cover Letter Sample

Jack Richardson,
Director of Operations,
323 South Avon Drive,
Milton, NY 10945,
(914) 555-2909.

Dear Mr. Richardson,

I am writing this letter to apply for marketing assistant position advertised on Internet. I am excited about this position and I believe that my skills and experience are well suited to this position.

During my course work I have obtained a valuable training in research and analysis. In addition, I have had internship in the field of marketing, sales and finance that provided me a great knowledge about marketing industries. Also, my computer skills can make a valuable contribution to your team goals.

Please contact me at above telephone number or email me on t.eden@ihu.edu.gr

Thank you for your consideration and time.

Sincerely,

(Signature)

Thomas K Eden.

Enclosure Resume