Mr. Edward

366229 Schoolcraft Road, Livonia, Michigan, USA

1-734-4455660

email@example.com

Dated: 25-05-2013

Dear Mr. Edward

I came to read your advertisement on Daily News for the vacant position of Marketing & Advertising Officer for the sale of your products from ABC Manufacturing Company. I am pleased to offer my services for this.

Let me give you my introduction.

I am Jerry, graduated in 2004 and joined the marketing team of Start Export Industry. I always focused on:

* Developing advertisement of client products and services for the best publicity
* Examining and planning new programs for advertisement in the marketing
* Introducing all features and properties of products positively
* Tracking best solutions to evaluate the marketing results
* Attracting more and more customers toward existing business
* Motivating customers for the buying and using our existing and coming services and products for better comfort
* Achieving goals for business, working in result oriented and collaborative environment
* Assure the customers to meet the deadlines for their services

Meanwhile I also have been participating in presentations and lectures on Marketing & Advertisement, held on National Institute, to promote my knowledge in association with practice. It really strengthened my interests to prospect in advertisement field.

For more details of my profile please see my resume enclosed.

I have vital understanding of Marketing Advertising Officer’s duties thoroughly. I am confident to be appropriately fit to your requirement.

I am looking forward to your call to set your available time for my interview.

Thanks in anticipation for considering me for this position

Regards

Eric Krupa

PO Box 776611, Houston, Texas, USA

1-832-6655443

email@example.com