

place, (date: d/m/y)

name, first name
address
PO Box, city

name of firm / name of employer
address
PO Box, city

Subject : Marketing Representative

Dear Sir or Madam :

Your add for a marketing representative caught my interest. At this time in my career, I'm looking for new challenges and an opportunity to combine my effective marketing skills with my interest in telecommunications.

My resume is enclosed for your review. I am hard-working and ambitious and have excellent communication and organization skills.

I am eager to meet you in a personal interview to discuss my suitability for this or other employment opportunities with you.

Yours truly,
first name, name