

Example #2: Sample Cover Letter

JACK SMITH
(573) 666-0000
Jacksmith1122@ccis.edu

Present Address:
1001 Rogers St.
Columbia, MO 65216

Permanent Address:
333 Circle Drive
St. Louis, MO 63102

May 18, 2011

Mary Success
Director of Human Resources
B&B Marketing
1000 Gear Drive
Columbia, MO 65202

Dear Ms. Success:

I am writing to apply for the position of Marketing Research Assistant. I learned about this position through speaking with Tom Warner at the Columbia College Career Fair.

I will be graduating in December with a Bachelor's degree in Business Administration with a major in Marketing. While in college, I have learned a great deal about marketing from my courses in Global Marketing, E-Marketing, Marketing Research, and Marketing Management. I am very interested in how B&B Marketing uses current marketing principles with a variety of clients. During my internship with Smith Marketing, I worked on streamlining the marketing research process. Also, as you can see from my resume, I have had extensive experience working with Microsoft Word, Excel, and Access. I am also fluent in Spanish. This combination of academic and professional experience makes me an ideal candidate for the Marketing Research Assistant position.

Your position description states extensive travel is required in the first year of employment. Please know that I thoroughly enjoy traveling and this component of the position provides the career experience I am seeking. Once again, I am excited about the possibility of working for B&B Marketing. I would appreciate the opportunity to discuss this position in further detail. I may be contacted by phone at 573-666-0000 or by e-mail at jacksmith1122@ccis.edu. I will follow up this letter with a phone call in the next week to see if I can arrange a time to meet with you.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(Written Signature)

Jack Smith

Enclosures: Resume, References, B&B Marketing Job Application