

UNI CHARLIE CHARGE  
123 Main Street • West Haven, CT 06516  
charlty@westhavenbanc.com  
(203) 555-5555

Dear

Mr. John Doe  
XYZ Company  
P.O. Box 623  
New Haven, CT 06512

Dear Mr. Doe:

In the course of exploring an entry-level Marketing position at XYZ Company, I submit my resume for your review.

As you can see from my resume, I have hands-on experience in developing marketing logos, designs, and campaigns from my college coursework and my internships. This experience includes working with a team to brainstorm new ideas, meeting with clients and potential clients to analyze needs and design new programs, and preparing media kits, press releases, and updating website content. Through these projects I have analyzed the marketing campaigns of major corporations and evaluated their overall effectiveness; in addition I worked as part of a team to create a new marketing campaign for a local non-profit organization. I earned my Bachelor's Degree in Business Marketing and graduated with honors.

My strong writing skills, outgoing personality, and professional communication skills make me an ideal candidate for a position in Marketing. I am a hard-working, motivated, and deadline-oriented individual who will work to meet the needs of your clients while representing your firm with the utmost professionalism.

I am willing to take on any additional training or to travel as part of this position. My salary requirements are in the low tens, but I am open and negotiable for this opportunity.

Thank you for your time and consideration. I look forward to meeting with you personally to further discuss the position and my qualifications.

Sincerely,

Uni Charlie Charge

Highlight your personality traits  
that match the position

Show them who you are  
and why you are right for  
the job



# Cover Letter How To Tutorial

**Adams Media**

## **Cover Letter How To Tutorial:**

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Theodore Kingsley, 2023-06-26 **Building Genre Knowledge** Christine Tardy, 2009-07-15 Adopting an interdisciplinary perspective BUILDING GENRE KNOWLEDGE provides a unique look into the processes of building genre knowledge while offering a dynamic theory of those processes that is inclusive of both monolingual and multilingual writers a necessary move in today's linguistically diverse classrooms It will therefore be of great interest to researchers and practitioners in both first and second language writing studies *How to Write the Perfect Cover Letter* Aline An, 2024-02-28

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