If you are applying for a job, wrap your resume with a simple cover letter even if it is not called for by the company you are addressing your intent. A simple cover letter is brief and just follows the basic format of a business letter. It discusses your intention to apply for the position, the potentials you can do for the company and how you will respond further to the application.

November 10, 2003

Sandra Parks

Executive Vice Chairperson

DEF Group of Companies

10 Southeast Park

San Diego, CA 90249

Dear Ms. Parks:

Mr. Tim Chen informed me about the vacancy in your company and therefore I would like to apply for the Assistant Head position of the Advertising and Information Dissemination Department of the DEF Group of Companies.

I have a bachelor degree in Bachelor of Business Management Major in Marketing and I am currently taking up my Master's degree in the same field. I have worked for a television network for one year and learned a lot from this experience. I also regularly attend workshops about advertising and effective communication techniques to media and masses.

Please consider my application by reviewing the attached resume and certificates I have. I will be waiting for your reply. Thank you.

Very truly yours,

Hanzel Miller