Ms. Margaux Holmes

11 Long Lane, Finchley

London, N3 3RN

September 5, 2010

Mr. Robin Behagg

Human Resources Officer

Good Marketing, Inc.

Dear Mr. Behagg,

I learned from a colleague of yours that your company is looking for a business consultant.  With my qualifications in the field of business, I would like to apply for the said position.  Attached is my resume for your perusal.  Character references are available at your request.

I have a Bachelor’s degree in business administration and I took up an internship program at a respected company in London.  I am also trained in consultancy through a special program I attended.  I believe that I have the necessary skills and knowledge best suited to be an excellent business consultant for your company.  I am eager to work in your company which is highly regarded in the business world.  I am also impressed with the accomplishments your company has achieved in such a short time and I hope to contribute to your greater success.

I will be more than willing to submit to an interview to further discuss my credentials.  You may contact me at 020 8236 7142 if you need more information.

Thank you.

Truly yours,

Margaux Holmes