Dear Mr. Stevens,

I have been serving our company for 10 years now and I must say that the company has become the best in its niche, especially during my 5 years of service as Head of the Department for Marketing.

After being able to win several awards for the company and myself and for developing the camaraderie in each employee, I think it is now time that I move up the company ladder. I am interested to apply for the current job opening for Assistant to the General Manager.

I believe that you will see the following achievements of mine as fit for the said vacancy:

* The development of the 2009 project under my leadership has brought millions to the company on its first launch.
* The numerous awards received by the company for the last 5 years have mostly been due to my efforts and leadership.

I believe that I am now ready to embark on a new journey towards excellence. I want to thank you for taking the time to read this letter. May you be prosperous always.

Sincerely,

Jade Parks