Dear Mr. Samson,

I am writing in response to the employment ad that you have posted in the local newspaper this month. Please find enclosed with this letter my curriculum vitae which include my education, training and background.

I have been working as a sales representative for five years and have another five years working as a marketing analyst. Both of these work experiences were under reputable companies.

I have been given recognition several times in the conduct of my assigned tasks. I enjoy working with people and have been well liked by many of our former clients. I believe that I will excel in your company and would be an additional asset.

I am requesting an interview to further give insights to my qualification; anytime and day that is most convenient for you will be fine with me.

Thank you for the time you gave to my letter.

Sincerely yours,

Gilda Myers