Dear Mr. Jack Cunningham,

I was informed by one of your associates that your office is searching for qualified people that can serve a position in your marketing staff.

I have over ten years of experience in sales and marketing which includes being the chief marketing representative to the international summit held in Geneva Switzerland. I have a master’s degree in marketing management from the University of California in Los Angeles, graduating among the top ten in my class. I am sure that the combination of vast experience and superior education will make me qualified for the job.

I am willing to submit for an interview at your most convenient time. If I do not receive a response from your good office in a week’s time, I will be contacting your office to set for an appointment.

Thanks for the consideration you gave to my letter.

Sincerely yours,

John Thomas