Dear Mr. Naz,

I am writing to you now with the intention of being hired in your marketing company. I have seen your newspaper ad about an opening in the customer service department of your company. As specified, I am enclosing my resume, references and certificates.

The opportunity that you have presented is very timely as I have just finished my contract with the previous company that is much similar to yours. It is just unfortunate that they are now focusing in to other fields, which I do not specialize in.

I have a degree with business management and marketing. I also have a full and up to date understanding of the current marketing methods used.

Please read my resume for additional information about me.

Sincerely,

Mark Nelson