Name

The Human Resource Officer

Name of Company

Address

City, State, Zip Code

Dear Madame;

I would like to inform you of my intention to apply in your respectable office as a Senior Marketing Consultant.

I am Mr. Robin Carrey and I have been in the marketing industry for almost ten years now. I have been involved in marketing both domestic and international products. During my ten years of employment as a Marketing Sales Agent and as a Junior Marketing Consultant, I was able to gain experience, complete knowledge and skills related to marketing. It is because of those skills and application of marketing techniques that I was able to receive several awards.

At work, I always see to it that I perform my job according to the best of my knowledge and ability. I work as if I own the company, earning me my boss’ trust. If I will be given the opportunity to work with you, I am glad to give the same energy and attitude at work.

Attached here is my resume, Thank you.

Mr. Robin Carey