

Enzo Fulgenzio
Marketing Professional

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Los Angeles, CA

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To:
Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue
Los Angeles, CA

Dear Ms. Johnson,

With a formal background in marketing, paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$25,000 for the event.

I am confident that the skills I developed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 123-654-0987 or email me at enzo@novoresume.com.

Thank you for your consideration.

Sincerely,
Enzo Fulgenzio

Martin Lane

Marketing Student

✉ martin@novoresume.com

📍 San Francisco, CA

🐦 @martin.lane

☎ 0041 222 222

🌐 linkedin.com/in/martin.lane

📷 instagram.com/martin.lane

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
San Francisco, CA

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

Currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

Previously, I held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.




I would like the opportunity to meet with you and discuss the internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9876 or by email at martin@novoresume.com.

Thank you for your consideration.

Sincerely,
Martin Lane

Michelle Meindert

Project Manager

 michelle@novoresume.com Amsterdam, NL linkedin.com/in/michellemeindert 0047 222 222 michelle.meindert @michellemeindert

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue
Amsterdam, the Netherlands

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification of my experience. I would love to meet with you and discuss the position in detail.

Thank you for your consideration.

Sincerely,
Michelle Meindert

YOUR NAME

YOUR DESIGNATION

+91 98xxxxxxx
mary.jones@cvowl.com

10 July, 2017

XYZ Inc.
1 square street, New York, USA

Dear Ms. ABC,

I read with interest your posting for [name of position] on the [name of the job board]. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company. As my resume indicates, I possess more than [number of years] years of progressive experience in the [job field] field. My professional history includes position such as [job title] at [company name] as well as [job title] at [company name].

Most recently, my responsibilities as [job title] at [company name] match the qualifications you are seeking. As the [job title], my responsibilities included [two or three responsibilities which are similar to ones stated in job posting]. I assisted in the successful completion of [project which is similar to one that job posting stated you will work on]. My supervisor also relied on my ability to [skills such as proofreading and excellent communication skills]. I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

Sincerely,
YOUR NAME

Cover Letter

Erik Maddigan
23 East Meadow Street
New York City, NY 12345
Phone No: 123 – 876 5443
Email Id: erikm@email.com

May 6, 2012

James Emerson
Recruiting Officer
Human Resource Manager
Robins Securities Office
New York City, NY 12345

Dear Mr. Emerson,

I am writing this letter to express my interest after reading the advertisement on NY Post on 3 May 2012 regarding job vacancy as Customs Broker in your organization. I am a highly proficient Customs Broker who has been dealing with the duties and responsibilities of this job for more than seven years. With my fulfillment of the requirements and the experience I possess, I believe I am a suitable and perfect candidate that you can choose for the position.

After achieving my bachelor's degree in Financial from New York University, I applied my skills and knowledge as a Broker in Lee Securities, Little Rock, Arkansas, for three years. And then I moved back to New York City and became a Customs Broker in Geller Financial Securities. I possess strong attentive, detail oriented, and dedicated personalities that really help me in performing my duties in my former positions. For further reference, I enclose my resume along with this letter.

It would be highly appreciated if we could have a discussion in person regarding this position as soon as possible. Please call me once you have time in my contact number and email.

Sincerely,

Erik Maddigan