

*Miss Jessica Jones
123 Autumn Street
Sydney NSW 2000*

*Phone: (02) 9999 8888
Mobile: 0400 123 456
Email: AJones@checked.com.au*

28 February 2011

Mr Anthony Smith
Human Resources Manager
XYZ Company
123 Jerry Street
Sydney NSW 2000

Re: Possible marketing vacancies within XYZ company

Dear Mr Smith,

Over the last four years, after graduating from Macquarie University, I have been successfully employed in marketing roles in which I have been praised for my proactive attitude, creative flair and commitment to my role. My reason for writing to you is to determine whether a Marketing Assistant position is available or may become available with your firm soon.

I am particularly interested in working for XYZ because of your organisation's strong reputation and staff development opportunities.

As my resume illustrates I have worked with numerous Top 200 companies where I have honed not only my knowledge of organisations and their marketing strategies but also my abilities to implement and improve processes and help move the company forward.

I believe that I possess a unique blend of transferable skills, a pleasant personality and a strong commitment to my employer's values and brand conformity.

My skills and key strengths are highlighted in my resume, so I invite you to please take a few minutes to read it and give some consideration to either an interview or an informal chat so that I can talk to you in-person.

Thank you for taking the time to read this letter. I look forward to hearing from you soon.

Sincerely,

Jessica Jones

Encl: Resume