

## Sample cover letter for classified advertisement

777 W Harrisburg Pike  
Middletown, PA 17057  
September 6, 2007

Mr. Marketing Manager  
Procter and Gamble  
175 South Main St.  
Chicago, IL 07777

Dear Mr. Marketing Manager:

I would like to share with you my credentials and abilities as they relate to the position of Product/Brand Manager, advertised in the Patriot-News on Sunday.

With an extensive background in researching, marketing and promoting consumer goods. I possess a sound understanding of business practice as well as the needs and desires of the customer. I have created logos, advertisements, brochures and other marketing tools. My experience working with the consumer has afforded me valuable insight into preferences and buying habits.

My strong verbal and written skills enable me to efficiently research, develop and present marketing campaigns, advertisements and press releases. I believe my previous experience managing employees, and extensive experience interacting with vendors and the public would enable me to contribute to the success of your team.

My resume is enclosed for your review. I have an interest in the advertised position of Product/Brand Manager, but I am open to various job descriptions in the Marketing field. Please contact me at the above address to arrange an interview for this position.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

A. Marketing Student

Enclosure