

SAMPLE COVER LETTER- COMMUNICATIONS

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March 21, 2008

Mr. Mark Rogers, Marketing Manager  
Creativity Plus Publishing Inc.  
555 South Avenue  
Burnsville, MN 55337

Dear Mr. Rogers:

In May I will graduate from Winona State with a Bachelor of Arts degree in English and Communication Studies and am enthusiastic about entering the communications field as an entry-level employee in the area of Public Relations and Marketing.

Creativity Plus Publishing attracted my attention through an article on the company's expansion into the South American and Asian markets in a recent edition of *Publishing Forum*. It would be a great experience to become a valued member of your marketing and public relations team.

My academic education has provided me with a solid foundation for strong analytical and presentation skills. In addition, my community involvement and work experiences have enhanced my research, communication and interpersonal abilities. My high GPA and dedication to school, work and the community are indicative of my commitment to hard work, excellent time-management and decision-making abilities. I am confident that I have established the necessary traits for pursuing my goals in public relations and marketing.

In summary, I believe that I would be a valuable asset to the public relations and marketing team of Creativity Plus Publishing. Thank you for your consideration. I will telephone you on March 26<sup>th</sup> to confirm that you have received my information and to see if we can arrange a time for us to further discuss opportunities within your organization.

Sincerely,

*Signature*  
George Jones

Enclosure