

SAMPLE COVER LETTER - MARKETING

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Best Homes, Inc.
Attn: Human Resources
780 Carolina Street
Minneapolis MN 55511

Dear Human Resource Manager: [This is acceptable if you cannot get a specific name]

Are you looking for someone who is brand image focused and has product development experience? After analyzing the job description for an opening as a Product Manager in your home division, the responsibilities of the position are an excellent match for my skills.

Experiences in product development at ABC Company combined with exposure to other marketing-based organizations have provided me with a well-rounded skills set. Striving to achieve team goals is a focus that gauges my everyday efforts. For example, I have developed extensive marketing expertise through my involvement in a major initiative to create a private label brand image and product offering through ABC Company. With this in mind, the Product Manager position with Best Homes presents the opportunity to apply existing experiences while enhancing additional skills.

I will contact you early next week to be sure you have received my attached resume and address any questions or requests you may have. Please allow me the opportunity to share specific examples during an interview on how I can help the Best Homes team grow successfully.

Sincerely,

Signature

John Johnson

Enclosure: Resume