

Creative

Dynamic

Organized

Innovative

Professional

Mark Etting

12-1665 Market Ave., Ottawa, ON K1A 2B4, 613-555-8719, m.etting@gmail.ca

Month, day, year

Ms. Anna-Maria Summers
Senior Marketing Manager
L'Oréal
123 Sherbrooke Street
Montreal, QC J1B 2C3

Dear Ms. Summers:

To make beauty a priority you need talent. That being said, your recent posting on your website for a promotions and sales representative calls for the type of knowledge and skills that I have acquired through my marketing degree and past work experience. I am an independent self-starter with an artistic vision that compliments my excellent project management skills and strong work ethic. I am convinced that the combination of these traits will allow me to make a valuable contribution to your team.

L'Oréal is a world leader in the beauty products industry with XYZ distinct brands recognized across the globe. It is an organization that has a passion for adventure, is known for its innovative spirit, and strives for excellence in everything it does. I have been described this way myself and that is why I believe I would be the ideal person to join your sales and marketing team.

Your current need is an excellent match with my profile:

- Honours Bachelor of Commerce, with an option in Marketing
- 3 ½ years of experience in sales and promotions
- Exceptional leadership and organizational skills
- Practical experience dealing with large budgets
- In-depth knowledge of promotional techniques
- Outstanding customer service abilities
- A true passion for the beauty industry
- Mobile and willing to relocate

After reviewing my attached résumé, I am confident you will agree that my background, creativity, and ambition will be an asset to L'Oréal. If you require any additional information, please do not hesitate to contact me. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Mark Etting

Encl.