

SAMPLE COVER LETTER

Ms Mary Bolggs

1234 Main Street
Anytown , Ireland
087 -123456
no_reply@example.com

31 January 2019

Mr Jones
HR Manager
Company Name
Ireland

Re: Opportunities in Marketing

Dear Mr. Jones

Having followed your company story for quite some time I was delighted to read about your planned expansion in the Newspapers. I would like to introduce myself to you as I have the required skills, experience and qualifications to make a significant contribution to your company.

Holding a Masters Degree in Marketing I have worked in multinational organisations like Company Name where I have delivered strategic projects covering the globe.

A recent project I completed which aligns with your company vision won a globally recognised award. This was delivered in a fast-paced multinational organisation and involved management of 3 different teams and budgets across Europe and the USA.

My experience and formal qualifications have provided me with the skills to deliver strategic projects for your company.

I have attached a copy of my CV and am available for suitable marketing positions in your organisation. I am available for interview at a time that suits you and can be contacted on 087 123456 or at no_reply@example.com

Sincerely yours,

Mary Bloggs

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