

SAMPLE COVER LETTER: CAREER LAUNCHER

1616 McCormick Drive
Largo, MD 20774
November 12, 20XX

Mrs. Rita Stienz
Vice President, Marketing
Marketing Firm Express
20 West North Bend Drive
Upper Marlboro, MD 20772

Dear Mrs. Stienz:

I am writing to apply for the Advertising Associate position at Marketing Firm Express which was posted on CareerQuest. I am currently completing a bachelor's degree in Marketing at the University of Maryland University College and will be graduating in May 20XX. My educational background and passion for creativity makes me an ideal candidate for your team.

As a student at UMUC, I have sought out opportunities to use my growing knowledge of advertising in the real world. Over the past year, I interned for Acne Advertising, a leader in the communications field. As an intern, I worked on advertising campaigns under the direction of senior advertising associates and sharpened my creativity and client management skills. I also served as President of the Advertising and Marketing Club, and was the winner of the **Up and Coming Advertisers Award** sponsored by the club. My experience, leadership skills and proven history of academic excellence, makes me a strong candidate who would be an asset to your team at Marketing Firm Express.

My resume is attached for your review and I invite the opportunity for an interview. I can be reached at (555) 555-5555 or via email at JoBSeaking@gmail.com. I look forward to hearing from you.

Sincerely,

Jo Ellen B. Seaking