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HASTINGS
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*Provide a variety of contact details.
However, only provide contact details if
you check your answer phone, voice mail
or inbox regularly.*

20 March 2011

Mr Smith
Human Resources
Company XYZ
Private Bag 66
HASTINGS, 4120

Dear Mr Smith

I wish to apply for the position of Marketing Assistant as advertised in the TradeMe website on 10th March 2011.

During my two years of study towards my Diploma in Marketing I worked part time in a Marketing Co-ordinator position for a locally based nationwide wholesaler and importer of sporting goods. The position gave me the opportunity to develop promotional material for retailers and the print media. I found I enjoyed developing promotional material and working as part of a team. The work was stimulating and challenging and rewarding particularly when products sold well and retailers commented on the quality of the advertising material.

Please find enclosed my curriculum vitae, I would welcome an opportunity to meet and discuss my application with you in detail. I look forward to hearing from you.

Yours sincerely

*Use 'Yours sincerely' if you know the
addressee's name.
Use 'Yours faithfully' if you only know the
addressee's title eg. Personnel Manager.*

Sally Green

Always sign your letter

Sally Green