September 13, 2015

New Life Foods

123 Main St.

Vancouver, BC, V5Z 4B2

Sally Jenkins, Senior Marketing Manager

Dear Ms. Jenkins,

Enclosed is my resume in application for the position of Marketing Assistant with your company. As a fourth year marketing student with considerable office experience I feel my current studies and experience would make me a good candidate for this position.

The past three years I have worked on various marketing and communication projects including presenting a line of health products to existing clients. My experience understanding clients and the product promotion cycle would be an asset to New Life Foods. Your requirements for a self-motivated individual with knowledge of the health and lifestyle industry is not only of interest to me but how I prefer to live my life. It would be a great opportunity for me to help New Life Foods meet its goal of providing healthy foods and lifestyle choices to its customers.

Please find enclosed my resume with details on my studies and work experience. I look forward to an opportunity to meet and discuss this position, I can be reached at 604-323-5555. Thank you for your time to review my application and credentials.

Sincerely,

Steve Smith

Encl.: Resume (2 pages)