

Sample Cover Letter 3 – Advertising

Gene Smith

August 2, 2007

To whom it may concern:

As an experienced Account Manager who is presently pursuing an additional degree in English language as well as experiences in advertising and marketing, I am writing to a prospective employer in order to offer my abilities and talents. I am interested in a position that will allow me to combine my current experiences with new approaches, processes and methods of advertising in a US company.

I spent five years working as an Account Manager for Saatchi and Saatchi Advertising Company in London. In this position I had broad responsibilities, particularly in ensuring that clients received the highest quality of service, planning, organization, and support. My responsibilities included scheduling project delivery, creating budgets, meeting deadlines, coordinating technical staff, and providing input for the development of new and existing project management procedures. I also have 2 years experience working as a production supervisor in publishing, cooperating with publishing houses all over the world to publish books in the UK.

I am available to interview immediately, and am hoping to start an internship in October. I have done some research about your company, and identified your company as the place I would most like to do my internship. I think that working for you would be a great way to both expand my skills and have a rewarding internship experience in San Francisco, and help working towards a career in communications when I return to London. I have enclosed my resume for you to review.

Thank you for your time and consideration. I would appreciate the opportunity to speak with you to discuss your company's needs, as well as my capabilities to fulfill those needs. I hope that you will consider me for an appropriate position.

Sincerely,

Gene Smith