August 18th , 2007

To:    The Human Resources Department

I am writing to you regarding any position available in the Public Relation and Marketing Department in your company.

I believe that the experience that I have achieved until now and the fact that I am not a full-time student (fact that enables me to engage myself in several projects) entitles me to consider myself a candidate for any proposition that you have available for the moment.

I would appreciate working together with a young and dynamic team, in an environment that would encourage me to develop my professional career and put into practice my ideas.

As a young and enthusiastic person, I offer the following skills: very good command of English (oral and written fluency), very good communication skills and ability to work in a team environment, I am a reliable and organized person.

Moreover, I have strong computer abilities (Word, Excel, PowerPoint, Microsoft Outlook, Outlook Express), I am customer oriented, being aware of the fact that he is the most important “player” in this business.

I am aware of your company’s reputation and I would feel myself honored to work with you.

If my qualification suits your needs you can contact me at [Phone number].

Thank you for your time and hope to hear from you soon.