

JENNIFER

PALMER

MARKETING STRATEGIST

MARKETING MANAGER

CONTACT

[Date]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Name of person referring] suggested that I contact you regarding the open [job title] position with [Company Name]. My educational background in [field of study], along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than [number] years of experience in the field of [area of professional expertise]. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in [area of professional expertise], my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at [phone number]. I look forward to meeting you to further discuss employment opportunities with [Company Name].

Yours Sincerely,

jennifer palmer

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29681. City, Country.

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