

Carmelo Barese

assistant manager

Contact

333 3rd Avenue
Seattle, WA 54321
312.555.0110
carmelo@example.com

Kerstin Mark
Manager
Starling and Copper
111 1st Avenue



Dear Kerstin,

Are you looking for an assistant manager with:

- 3 years of hands-on experience in management
- Knowledge of the latest technology in advertising
- Excellent written and oral communication skills
- A passion to learn and to increase their skills

If so, look no further. You will see from my enclosed resume that I meet all these qualifications and more.

I would very much like to discuss opportunities with Starling and Copper. To schedule an interview, please call me at the phone number provided. The best time to reach me is between 9:00 am and 3:00 pm. You can leave a voice message at any time and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Carmelo Barese

Enclosure