

Your Name

Your_e-mail@epsilonsigmaalpha.org
1234 Your Street
Yourcity, State 12345
970-123-4567

February 20, 2011

Hiring Manager Name, Title
Company Name
1234 Address Street
City, State 12345

Dear Ms. Or Mr. Hiring Manager,

I am seeking a marketing assistant position with YOUR COMPANY. I understand that you have recently expanded your organization into the Australian market, and I am excited about the prospect in assisting you in that process.

As I am working toward my Bachelor of Arts in business administration and marketing at Excellent State University, I am constantly refining my skills in areas such as _____, _____, and _____. My education has allowed me to develop strong verbal and written communication skills, as well as practice working on both individual and group projects.

In addition to my class experience, I am an experienced project manager for Epsilon Sigma Alpha.

Highlights of my career that may be of particular interest to you are:

- **Progressively responsible experience** in high-volume, high-quality service organization. Current position as Fundraiser Project Chair for Epsilon Sigma Alpha Chapter of _____.
- Consistently strong performance in **increasing productivity and efficiency** as Marketing Events Coordinator, with event attendance of more than 500.
- **Continued success** in coordinating with university events department, non-profit organization leaders, treasurers, public relations personnel, and volunteer laborers.

I'm looking for an interesting and exciting opportunity and would welcome a personal interview at your convenience. Please contact me at 970-123-4567 or your_e-mail@epsilonsigmaalpha.org. I can guarantee you that my quality of performance, dedication and integrity will proudly represent YOUR COMPANY. Thank You.

Sincerely yours,

Your Name