

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- marketing consultant cover letter

Respected sir/ma'am,

I was pleased to know that there was a vacancy for a marketing consultant at [mention the name of the hiring company]. I am [mention the name of the sender] with over eight years of experience as a marketing consultant at [mention the name of another organization] am writing this letter to apply for this job in [mention the name of the hiring company].

First of all let me inform you about my academic background. I hold a bachelor's degree in [mention the name of the course related to this job], and I also have completed my master's degree in business administration from [mention the name of a University]. Now let me give you a brief summary of my working skills.

In my previous job, I used to develop and implement internal brand management strategies, produce the necessary marketing materials, help in ongoing marketing campaigns, prepare marketing presentations, monitor the outcomes, etc. I have strong communication skills along with time management skills within me.

I hope that you will find me as a perfect match for this job and you will write back to me as soon as possible. I will be eagerly waiting for your response as I genuinely want to be part of [mention the name of the hiring company].

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]