

## COVER LETTER – SAMPLE 2

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1234 Lakeside Drive  
Coral Gables, FL 33146

November 4, 2018

Ms. Nilda Perez  
Human Resources Recruiting Associate  
Timely Magazine  
120 Zephyr Drive  
New York, NY 12345

Dear Ms. Perez:

Through the course of researching career opportunities on the marketing side of publishing, I have learned a great deal about Timely Magazine and its innovative web-based marketing approach. I would like to be considered as an applicant for the Coordinator Position, Number 12345, in your Marketing Department, as advertised on your website.

Recently, I completed an independent research project comparing the costs and benefits of advertising via the internet versus more traditional methods and presented my findings at the annual American Marketing Association Convention. In addition to having a solid understanding of marketing practices and principles, I am a strong communicator and manager. Last summer, I assisted with organizing and coordinating the delivery of basic social services to indigent children. I was directly responsible for recruiting, training, and scheduling volunteer workers. As the primary point of contact for all 80 volunteers, I managed problems and responded to questions as they arose. I am confident that my leadership and problem-solving abilities make me a strong candidate for the Coordinator Position at Timely Magazine.

The prospect of launching a marketing career in the publishing industry is exciting, and I hope to begin that journey at Timely Magazine. I will contact you in the following week regarding the possibility of meeting with you to discuss how my skills and experience can be of use to your organization. If you have any questions, feel free to contact me at (305) 284-5451 or at nildaperez@umiami.edu. Thank you for your time and I look forward to speaking with you soon.

Sincerely,

Tom McRae