

Heather Donahue



123 Main St, San Francisco, CA 94122 • Phone: 142-987-1234 • Email: hdonahue@gmail.com

Gerard Short

Creative Social Standard
88 Whitemoon Dr
New Cityland, CA 91010
(555) 322-1145

Dear Mr. Short,

It is with a high-level of interest that I submit my application for the position of Marketing Assistant posted in the classifieds, as well as on your website bit.ly/29zMJHN. My effective leadership and problem solving abilities make me the perfect candidate for this role. I can apply a unique combination of skills to achieve positive outcomes when managing the challenges of this role. Please consider the following highlights of my resume:

- ☐ 6 years of experience in agency settings
- ☐ Bachelor of Science, Marketing degree from University of California
- ☐ Experience in conducting and analyzing customer surveys as part of marketing research
- ☐ Strong communication skills

My comprehensive marketing history and formal training will make me an excellent addition to your organization; the attached resume provides further detail about how my qualifications and background are a match for your team's needs.

Please feel free to contact me at your earliest convenience to set up a time to discuss how I can benefit your organization. Thank you for reviewing my application, and I look forward to hearing from you soon.

Sincerely,

Heather Donahue

ENCLOSURE