

Kris Kringle

#1 Pole Street North
Kamloops, BC V7V 7V7
(250) 555.5555

Linda Smith - Manager
Acme Winery
Human Resources Department
1555 River Point
Kamloops, BC V1A 3C9

January 15, 2010

Dear Ms. Smith,

On the January 14, 2010 edition of the Kamloops Daily News, your organization advertised a position for a Marketing Representative. Please find enclosed a copy of my resume as application for this position.

Throughout my academic and employment history, I have had the opportunity to develop skills that will prepare me for a career with Acme Winery. While at Thompson Rivers University my challenging academic program included courses such as consumer behaviour, leadership skills, production and operation management, and marketing. In addition to my academic studies, I have worked for five years as a Marketing/Sales Representative for ABC Breweries. In this position, I developed important skills that are transferable to your organization. I consistently exceeded sales target and was responsible for creating innovative marketing campaigns.

I would truly enjoy talking to you to present my credentials in more detail. To make an appointment, please contact me at 250.555.555. I am looking forward to meeting you. Thank you for your time.

Sincerely

Kris Kringle