

Govind Kaur
1133 Green Ave.
Kamloops, BC V7V 7V7
(250) 555.5555

Summit Productions Inc.,
Human Resources Manager
3700 Happy Gilmore Way
Kamloops, BC V5G 5M5

November 10, 2009

Dear Mr. Smith:

I would like to be considered for your Marketing Assistant position as advertised at the TRU Student Employment Centre. As a Bachelor of Commerce student majoring in Marketing with experience in market research and customer service, I am confident that I could make a real contribution to Summit Productions and will echo your mission of becoming business's number one choice for promotional assistance.

My qualifications include:

- Marketing Assistant for ABC Computer; researched the feasibility of introducing a new software package into the Vancouver marketplace.
- Strong awareness of customer service and clients' needs developed from three years in retail sales.
- Excellent written and verbal communication skills developed from giving presentations at ABC Computers.
- Ability to manage multi-faceted projects. Presently I am a full-time student and I hold a part-time sales job.
- Computer Literate: WordPerfect, MS Word, Excel, dBase, Windows.

I am experienced, committed, and very interested in becoming part of your sales and marketing team! I hope to meet with you to discuss my qualifications. I can be reached at (250) 555-5555.

Thank you for your time and consideration. I look forward to your call.

Yours truly,

Govind Kaur