**![MC900196202[1]]()Debra Jones**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Mr. Vincent Max, Human Resources Director

NRG Ltd.

Address, City, State, zip

**Re: Position of Marketing Assistant**

Dear Sir,

I am keen to submit my resume for the position of marketing assistant that you advertised on your website this week.
Having worked as an assistant to various professionals and managers, I’ve learned supportive strategies for enhancing their vision and getting concrete market results. Please see my attached resume for more details.

In my previous job, I was in charge of:

* Executing marketing campaigns, including writing ad copy, assessing marketing trends, analyzing results, and suggesting ways to increase sales.
* I can organize material, present it, and assist in formulation of advertising campaigns, and help achieve company goals.
* In addition, my experience includes working in social media networks, updating the company website, and corresponding with the public.

I am an enthusiastic worker and communicate well with superiors, team members, and clients.

I am eager to meet with you to discuss my qualifications and to determine how they can best be used for the advantage of the company.

I am available to start immediately.

Thank you for your time.

Sincerely,

**Debra Jones**

**Enclosure: Resume**