**Eric Parker** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. Walter Murphy, Marketing and Sales Director

ABC Company

Address, City, State, zip

**Re: Marketing Coordinator Position**

Dear Sir,

In response to your position available for a marketing coordinator on your company’s website, I am attaching my resume for your examination.   
As you can read, I have an MBA from Rutgers and excelled in the subjects of economics and statistics.

My marketing experience includes initiating marketing campaigns for clients such as those that your company services. I believe that my familiarity with business operations in the [IT, finance, health, retail sales, etc.] industry can be put to excellent use for your company.

In my current position at RTF Business Advisors, my responsibilities include:

* Creating various promotions to publicize the company to our target audience.
* Designing brochures, material to be distributed at events, and newsletters.
* And coordinating activities of team members.

In my previous job, I:

* Developed multimedia packages for our clients consisting of videos and purchase displays.
* Initiated advertising.
* Worked on layout drafts.
* And conducted surveys.

My communication skills enable me to train new staff efficiently, interact well with superiors, and exceed client expectations.

I would like to arrange to come in person to answer any questions you may have as well as to hear more about how my qualifications can benefit your company.

Please be in touch with me at the above cell phone or email address.

Eric Parker

**Attachmate: Resume**