

Name of the Employer/Manager

Name of the Company

Address of the Company

Dated: 25 Jan 2020

Re: Application for the position of Marketing Executive

Dear Mr X (name of the employer)

I am Allan White, a resident of Central Avenue, Fulham, London. I am a recent graduate from **PGDM with specialization in Marketing** from Duke University. Prior to this, I have also completed a **BBA degree** from the University of Toronto, Canada.

Owing to my creativity and exceptional convincing skills, my academic study has nurtured me into polishing my skills further in not just core Marketing, but Managerial Accounting, Sales and Distribution, Strategic Marketing and Financial Accounting as well. I see myself as a quick learner, who enjoys working in a team, is open to trends and has convincingly good communication and interpersonal skills, despite having no work experience.

I am positive that my abilities and knowledge will help me perform my tasks to the best of my capability and prove beneficial to your esteemed organization. Looking forward to hearing from you soon and speaking to you regarding this opportunity.

Sincerely,

Allan White

Mobile No:

Email: