

# Sample Cover Letter

## IVANABE W. BUFFET

Present Address:  
519 120<sup>th</sup> Street South  
Tacoma, WA 98444  
253-535-0744  
buffeiw@plu.edu

Permanent Address:  
2980 Contra Costa Road  
Walnut Creek, CA 94598  
925-933-2453  
ivanabe@yahoo.com

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Include your contact information. Use standard business letter format or use the same heading that appears on your resume.

Address your letter to the person hiring for the position.

In the opening paragraph state the position you desire and how you heard about it. If someone referred you, then mention that person by name.

Show how your values fit with the mission/goals of the organization.

Close the letter with an indication that there will be further discussion.

Sign your letter in blue or black ink.

Don't forget about enclosures.

August 4, 2005

Ms. Sallie Soo  
Marketing Manager  
WC Marketing  
Walnut Creek, CA 94598

Dear Ms. Soo:

I am applying for the Marketing Assistant position at WC Marketing. My Marketing Strategies professor, Dr. Williams, informed me of the opening in your organization and recommended that I apply. This position fits very well with my education and career goals.

I was pleased to learn the mission of WC Marketing is to provide leadership on marketing plans for organizations in the Walnut Creek community. My interest in marketing stemmed from my desire to promote creative ways to educate my community about important issues and events. I've had experience working as a team member in developing and implementing marketing strategies for small and large organizations. As a marketing intern at State Farm Insurance, I am part of group responsible for bringing a successful marketing campaign to the Puget Sound region regarding safety issues with cell phone use by pedestrians and bicyclists. Within in the smaller PLU community, I used my marketing and leadership skills as the Event Coordinator for the Career & Internship fair. My knowledge of marketing strategies proved to be effective, the number of employers on-campus was greater than in previous years and student attendance increased.

My experiences as an intern and student employee coupled with my education have provided me with a strong marketing framework. As a Marketing Assistant at WC Marketing, my team oriented attitude and ability to contribute to high quality products will prove beneficial to the organization and clients in the Walnut Creek community.

Thank you for your consideration. I look forward to meeting with you to further discuss my qualifications for this position. I may be reached at 253-535-0744.

Sincerely,

*Ivanabe W. Buffet*

Ivanabe W. Buffet

enc: resume, references, WC Marketing application