

I'm not robot!

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MARKETING MANAGER

your.name@gmail.com (XXX) XXX-XXXX 142 Your Address Blvd
City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[41 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

Thank you for the opportunity to submit my application for the Marketing Manager position. I have over 6 years of experience in the marketing industry, and I wish to continue to succeed in the field.

In my current role as Marketing Manager for L'Oréal, I have developed product-centric promotional campaigns which are projected to grow our year-on-sales figures by \$400,000. I have recruited, hired, and trained the vast majority of our current marketing specialists, all of whom have contributed to improving our overall sales goals by 24%.

Additionally, I have also:

- Managed corporate marketing functions with a budget of \$2m, including brand management, product launch, advertising, marketing collateral, and events
- Led the design of new packaging elements for Panasonic which saving \$50k in costs, and earned our company Green Award for utilizing cheaper, environmentally friendly materials
- Established a new social media team that grew our web presence and global brand awareness by 34%

With a background rooted in sales and marketing, a drive to take charge in this ever-changing industry, and the core skills required to effectively manage a dedicated marketing staff, I am certain that I would prove to be a great asset to your already talented team.

I want to thank you again for allowing me the opportunity to apply for this position. I look forward to hearing from you soon.

Sincerely,

[Your Name]

FRONT DESK

your.name@gmail.com (XXX) XXX-XXXX 142 Your Address Blvd, City Name, CA XXXXX

August 11, 2020

[Hiring Manager's Name]
[41 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am thrilled to be applying for the open Front Desk position at Malibu's Technology Incorporated. I am a highly motivated worker with two years of experience handling exceptional duties at Forteville, CA, a highly reputed technology firm in Forteville, CA. I graduated from the University of San Francisco with a degree in Business Administration, earning a 3.5 GPA. My skills and academic experience make me the perfect fit for the role.

During my two years as a waitress, I developed many skills to assist with the rapid growth of Forteville. I was tasked with scheduling appointments, handling weekly breakfast orders, restocking office supplies and snacks, identifying services, and packaging technology for new employees. In October 2018, I was able to save the company over \$5,000 by finding another technology vendor with a more generous warranty policy. During company 100th anniversary, I was consistently rated in the top 10th percentile by my peers and bosses for my competence and positive attitude at work.

Having studied your job description, I am aware that Malibu's Technology is looking for a Front Desk person that can handle more than the occasional visitor and phone call. Given the wide range of my responsibilities at my previous job, I believe I have the requisite skills and abilities to handle any tasks that you require.

I would love to have the opportunity to further explain my qualifications for the role. You can contact me by email at your.name@gmail.com or by phone at (XXX) XXX-XXXX. I am ready to make myself available at your convenience.

Sincerely,

[Your Name]

{Sender Name}
{Sender Address}
{Sender Town, State, Zip Code}
{Sender Phone Number}

{Date}

{Recipient Name (If known)}
{Recipient Work Address}
{Recipient Town, State, Zip Code}

Dear Sir or Madam,

I am writing on the behalf of {Name,} whom I have known for the past {number} years, in order to attest to {his/her} need for American citizenship.

I have been a {nature of relationship} to {name} since {he/she} {took classes at my school, joined the organization of which I am president, worked as an intern in my office.} I have worked with many people over the years, but few have had the kindness, patience and determination that {Name} does. Once, {he/she} {memory/anecdote that illustrates the person's best qualities.} There are very few people who would respond to that kind of stressful situation with such levelheadedness and grace.

While I wish that {Name} could stay with us here in {country of origin,} forever, {he/she} has important and urgent business in America that I hope you will strongly consider while making your decision. {He/she} has chosen to move because {his/her parents are ill there, he/she got an important scholarship, his/her spouse got a job there and left behind him/her and their children, etc.}

I know that {Name} will bring the qualities of talent, dedication and hard work to your country, and contribute to the wealth of your great nation's multicultural melting pot.

Sincerely,

{Sender}

JANITOR COVER LETTER

your.name@gmail.com (xxx) xxx-xxxx 42 Your Address, City Name, CA xxxxx

[Today's Date]

[Hiring Manager's Name]
[41 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I'm writing to you regarding the Janitor position that opened up recently. I came across your job description on [Website Name], and was delighted to find that my academic accomplishments and work experience meet all of your needed requirements.

I should add that I am not only attracted to this vacancy by its extremely competitive salary and impeccable benefits package, but also by your company's exceptional reputation in the industry. I am a committed and motivated individual with a broad range of adaptable skills gained in challenging working environments. At this point, I've accumulated more than 10+ years of experience as a janitor in hotels and schools, giving me a firm grasp of the complexities of grounds keeping and maintenance. Currently, I work at the Regal Hotel as a janitor, where I manage carpet cleaning, vacuuming, floor care, trash removal, and restroom cleaning of 300+ hotel rooms trafficking more than 140 visitors a day.

I strive to maintain a safe working environment to prevent accidents and preserve valuable equipment. My perfect track record is evidence of my high attention to detail. I can leverage these skills to train, assist, and monitor the work of a vast team. I possess a HVAC/R certificate and am a bilingual in English/Spanish. I am tremendously excited by the prospect of being able to utilize my knowledge for our mutual benefit.

I strongly believe that I have all the qualities you require for this position, and can assure you that I possess all the abilities needed for the hospitality management. In conclusion, I want to state that I would be very highly appreciative for a chance to prove myself, and look forward to meeting you for an interview.

Sincerely,

[Name]

