Date

To

Recipient Name

Title

Dear John,

I felt overwhelmed when I was informed through an email sent by you that your company has shown interest in my application. Attached with the letter is my resume as per your request. It is an honor for me to be selected among such knowledgeable individuals. I have had marketing experience of nearly 10 years. I had been working with ABC for the said period. During my job, I was responsible for critically analyzing the prevailing market trends and then formulating a strategy that would help compete us in the economy. My efforts have been recognized internationally in a very short time. I hope to meet you soon so that I may be able to give you a detailed idea about my qualifications.

Regards,

Smith Will.

Title