Betty Forbes

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February 28, 2022

George Smith   
Marketing Director   
ABC Communications   
1234 Fragrant Way   
Citytown, MA 02224

Dear Mr. Smith,

It was with great interest that I learned of the opening in your department for a marketing associate. Your marketing manager, Anna Black, was my supervisor at XYZ Biz before taking her current position with ABC. As she can attest, I bring a unique perspective, and can integrate the many facets of a media campaign.

With Anna at XYZ, I worked with a local company to build their business and promote their grand opening. We continued to work with them for the first few years, developing a total media plan and implementing it. Their continued success and recommendations brought other businesses to seek our services as well.

My experience with XYZ has prepared me to take on the challenges of working in a national company such as ABC, and I would appreciate the opportunity to meet with you to discuss how I can be an asset to your team.

I look forward to hearing from you soon.

Sincerely,

*Signature* (hard copy letter)

Betty Forbes