

**Matthew Dillon  
Director of Human Resources  
Xenon Marketing Group  
347 Brand Drive  
East Islip, NY 11730**

**Dear Mr. Dillon:**

**Perhaps your company is seeking to recruit the talent of someone that can grasp complex concepts, roll with the punches, and contribute to the success of a product's performance. If this is the case, then please accept the accompanying resume for your review and consideration for a marketing associate position in which these strengths and diverse experience will be of value.**

**During my internship as a marketing associate with Claire Rose, I effectively managed broad areas of sales and marketing from building and maintaining key accounts to product promotions. With a background in office management and field sales. I am able to view situations from multiple perspectives with a proven ability to maximize opportunities. As an effective problem solver, I see my role as one of cutting through red tape and confusion by providing clarity and practical business solutions for the company I represent and its clients.**

**Creatively, I enjoy brainstorming on innovative ideas that take into consideration demographics, target markets, advertising strategies, and shifts in the economy that have a direct impact on consumer buying trends and the influences that drive those changes. Combined, I am confident that I would make a significant contribution to the continued success of your company.**

**Although the accompanying resume illustrates my background well, I feel that a personal interview would better demonstrate my knowledge and abilities. Therefore, I would appreciate the opportunity to interview with you at a convenient time. Thank you for your review and consideration. I look forward to hearing from you soon.**

**Sincerely,**

**Samuel Kramer**