

[Your full name]

[Your address personal data]

RE: [Write here job application title]

18 May 2019

To whom it may concern [or] Dear Mr/Mrs.[if you know the person responsible]

My name is [name and surname]. I hold a University degree in Marketing and Sales. I am interested in the position of Sales Manager as advertised on LinkedIn.

As you can see at my CV, I have wide experience as marketing assistant at international companies. My duties included giving support to the Manager, attending international meetings and contributing to the Marketing design of specific products. My position required me to work under strict timelines so I am used to work under pressure.

This position at [name of the company] represents great prospects for my professional development. First because I find stimulating working for an international company. I am sure it would help me to grow professionally.

I believe that my experience, education and personal skills match your requirements.

I would appreciate the opportunity to meet you to discuss my application. I am available to provide further details of my experience if required, as well as references if you need them.

I look forward to hearing from you.

Best regards

*Signature*