

Lynne Tullett  
48 Medmerry Hill  
Brighton  
Dunedin 9001

19 July 2019

Richard Glover  
Managing Director  
Glover Operations  
102 Boulevard Drive  
Dunedin, 9001

Dear Mr. Glover

I am applying for the marketing position your company advertised recently on the SEEK website. Having recently graduated from Otago Polytechnic with a Bachelor of Applied Management, this role fits perfectly with the knowledge I gained from my studies and internships.

Currently, I work for a small computer company in Dunedin, where I handle all administrative and accounting duties. As you can see from my attached CV, I have taken a variety of courses that have given me the skills and knowledge to be successful in the marketing field.

I have a strong drive and motivation to learn new things. My excellent verbal and written skills enable me to effectively communicate information to others. I have gained many new skills from my current job that would make me a good candidate for your position. I am fluent in a variety of computer programs (including Microsoft Office), deal with clients and sales accounts on a regular basis and have excellent people skills.

Your website describes the growth within your business and the wide range of clients and product offerings you work with. I am currently responsible for a variety of tasks performed daily, and through them have strengthened my organisational skills and my ability to prioritise work.

My degree, along with my diverse skills, makes me a strong candidate for this position with your company and a face-to-face interview would allow me to demonstrate my character in a more personal way. I look forward to hearing from you at your convenience. I can be reached at 03 477-3333 or at [lynnetullett@gmail.com](mailto:lynnetullett@gmail.com).

Yours sincerely,

Lynne Tullett