

Andrew F. Jones

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Samantha Rivers
Human Resources Director
ABC Corporation
222 Water Street
Milwaukee, WI 55555

Dear Ms. Rivers:

As an experienced communications professional, I welcome the opportunity to be considered for your open Program Manager, Corporate Communications position. I believe my ten years of experience in Marketing, Public Relations, and Corporate Communications will surely be an asset to ABC Corporation in the role you seek to fill. In addition to my years of experience, I also have a Bachelor of Arts Degree in Communication and a Master of Arts Degree in Corporate and Public Communications.

My work history includes experience in the financial, healthcare, and industrial sectors while working with all levels of management. In particular I have had many years of experience working with executive leaders to help develop their communications skills to better represent their organizations both internally and externally. My exceptional writing and editing skills honed over the past ten years in public relations and corporate communications include press releases, newsletters, video scripts and web sites, all of which will prove beneficial in my success as Program Manager. My experience with cross-cultural communication strategies will be of assistance in achieving your vision to become a globally recognized company.

Thank you for your time in considering me for the Program Manager position. I will follow up in one week to further discuss my qualifications and to explain how I can help ABC Corporation succeed. I look forward to speaking with you about this opportunity.

Sincerely,

Andrew F. Jones