
Susan Smith

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Tuesday, July 31, 2012

Karen Jones
Human Resources Manager
ABC Company
1730 Brescia Road
London, Ontario
N6G 1H2

Re: Marketing Assistant (3275)

Dear Ms. Jones,

With a strong background in planning, organization, and customer service it is with great interest I am applying to the Marketing Assistant position (3275) at ABC Company. As a current Brescia University College student, completing my Bachelor of Arts, Honours Specialization in Psychology, I would use my academic knowledge, hardworking nature, and commitment to success to benefit the marketing team.

As the Customer Service Representative/ Team Leader at Joan's Boutique, I further developed my communication and leadership skills by assisting customers and supporting staff. I provided efficient and accurate service, by problem solving when challenges arose and always maintaining a professional and polite demeanor. As part of my role, I created displays to highlight new products, and identified fresh ways to promote items to customers. As the VP-Events for the Western Debate Club, I researched many different topics, issues, and happenings to be well versed in what is happening around campus, the community, and the world. My ability to easily locate, interpret, and utilize information will be an asset to the marketing team at ABC Company as I can keep fellow staff members up-to-date on what is happening, to help them make informed choices. My past experience and interest working with children and families facing challenges in their everyday lives is a strong compliment to ABC Company's mandate and commitment to the community.

With well developed leadership, creativity, and organization skills, I look forward to the many ways I can benefit the Marketing Team, as the Marketing Assistant. Thank you for your time and consideration.

Sincerely,

Susan Smith