

January 15, 20xx

123 Norwood Avenue  
Long Branch, New Jersey 07764

Ms. Margaret Ross  
Vice President of Human Resources  
Apex Technical Systems  
120 Fifth Avenue  
New York, New York, 10012

Dear Ms. Ross:

I am writing to express my interest in the product manager trainee position listed by your company. This opportunity came to my attention while reviewing the Indeed.com website last week.

I've included my resume with this letter for your review. Specifically, I am looking to start my career in marketing and have a strong interest in consumer products. That is one reason among many why I thought your firm would be a good fit for me. I reviewed your website and found the mix of product offerings and cutting edge advertising copy very appealing.

My abilities and background seem to meet the requirements set forth in your job description. I have the requested Bachelors degree, strong communication and organizational skills and the ability to multi-task. While at college, I interned for a summer at Lockheed Defense Systems, spending six weeks in their production department. I am confident the skills learned from this experience can be migrated to the project manager position for which I am applying.

In today's job market the competition for excellent opportunities is very competitive. I truly believe my talent and attitude can make a significant contribution to the firm. It would be a pleasure to meet with you sometime in the near future to continue this discussion.

I can be reached at the address above, by phone at 732-555-2378 or via email at [BradHamilton@email.com](mailto:BradHamilton@email.com).

Sincerely,

Brad Hamilton