

COLD-CONTACT COVER LETTER

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May 20, 20__

Ms. Francisca Favor
Department Manager
EFTG Industries, Inc.
210 Industry Avenue
Anytown, MN 55555

Dear Ms. Favor:

As you know, innovation and new ways of thinking are important to a company's success. With my history of marketing achievement, I have proven to be an excellent communicator as well as a valuable innovator. This letter is in regard to my strong interest in your company and my desire to contribute to its success.

Presently, I am marketing computer products for a major supplier using online, television and news advertising. My supervisors have commended me for finding creative ways to spend less money and receive greater return.

Enclosed is my resume for your review and consideration. EFTG Industries has a reputation for excellence. I would like the opportunity to use my talents to market your quality line of technical products. I will call you to further discuss my qualifications and how I can benefit your company. If you prefer, you may reach me in the evenings at (555) 555-5555.

Thank you for your time. I look forward to meeting you.

Sincerely,

Karen Kareer

Enclosure