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| **Cover Letter Sample in Advertised opening**  Helen Papadopoulos Address  Email  Tel Number |
| June 6, 2002  Marie Lander HR Manager ABC Advertising 5th Avenue New York 12 3456 |  |

Dear Mrs. Lander,

I would like to express my interest in ABC Advertising and the available Account Executive position described on your agency's web site.

After four years at xxx University, where I majored in English and wrote for the school paper, I leapt into the competitive world of advertising at ABC and CDE in Los Angeles. For the past year I have served a valuable apprenticeship in the advertising industry, working as an assistant account executive on the Harb Sporting Goods account.

During my time on the Harb account, the company's advertising spending has increased and I have progressed from having very little client contact to interfacing with the client-side on a regular basis.

Since my introduction to the world of advertising, it has been my goal to work on 5th Avenue. I would very much like to discuss the open position. Thank you for your time spent reading this letter and the enclosed resume. I look forward to hearing from you soon.

Sincerely  
  
  
Helen Papadopoulos