**Cover Letter Sample in Advertised opening**

Your name

Address

Postal code

Tel.number

email

10th July 2012

Mr. Peter Dalmayer

Chairman

Address

Dear Mr. Dalmayer,

The job posting of Advertising Production Manager by your organization indicated the requirements that closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have conducted market analysis of services and products, prepared the analysis reports, coordinated with the research data product team in order to ensure that the data collected are up to date and managed the product lead communications. I acquired the following skills after completing my four years college degree in Business and Finance from Colorado University:

* Good interpersonal skills and communication skills.
* Sound knowledge of online media advertising.
* Sound knowledge in the service development.
* Ability to maintain good client relationships.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Sincerely Yours,

 Your name