

Mary Margaret Love

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Jason Marks
Hill and Knowlton
100 University Ave
Toronto, ON M9T 1T8

Dear Mr. Marks:

Thank you very much for taking the time yesterday to interview me for the **Public Relations Coordinator** position. After reviewing your comments about the job requirements, I am convinced that I can make a considerable contribution to your company.

Since you are going to reach a decision quickly, I would like to highlight the following points, which qualify me for the position:

- Skilled at writing, reporting, photography, layout and design
- Commended for superb speech preparation, press release and public speaking techniques
- Excellent promotional skills
- Sharp, professional image
- Success with placing stories with the media

I am looking forward to hearing from you in the near future. Being part of your team is an enticing prospect. Please be assured that I am ready for an immediate start date.

Yours truly,

Mary Margaret Love