

Suwanit Tachothai
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Date: 12th November 2016

Re: Application for the job of Marketing Manager

Dear Sir/Madam

I am writing this cover letter in response to the job opening at your company for the position of Marketing Manager. As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for this position. I am currently a graduate student with Business Administration major expected to graduate in December 2018. I have a GPA of 3.75. As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including music, debates, public speaking, drama and sports carnivals, has allowed me to work closely with my peers while supporting the school community as a whole.

During my job as a Sales and Marketing Executive at Saraya International (Thailand) co. ltd, I had to personally interact with a lot of clients and customers from all over the world on phone calls, emails and personal meetings. I was serving as a relationship manager to many clients. I was responsible for resolving the issues which client used to face with junior team. These job responsibilities helped me inculcate a very fine talent of dealing with people from all across the world patiently and politely. I also performed general administrative and clerical duties as and when required. Furthermore, I speak read and write English fluently and got an IELTS score of 6.5.

My experiences have also allowed me to develop strong time management and organizational skills, which I see as being very important when seeking to work in casual employment while continuing to study. My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong skills required for this job will ensure that I can meet the expectations of this role. I assure you full commitment of time and effort from my side.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I have enclosed my copy of resume for your consideration. I can be contacted at all times on the details provided above. Thank you for your consideration and time.

Respectfully,
Suwanit Tachothai

Enclosure: Resume