

Cover Letter Inquiring about Employment Possibilities

Your Street Address
City, State ZIP

Date

Mr. Richard Blundell
Vice President of Marketing
General Foods Corporation
250 North Street
White Plains, NY 10625

Dear Mr. Blundell:

Upon receipt of my MBA from Washington University next spring, I am interested in pursuing a marketing career in the consumer products industry. Brand Management has great appeal to me because of the competitive nature of the work and the exposure it provides to many different facets of marketing and business management. As a leader in the consumer products industry, General Foods is noted for offering excellent career opportunities in Brand Management. I feel that you would provide the challenge I am seeking.

Tremendous energy and enthusiasm are two of my more outstanding characteristics. Brand Management demands both of these attributes, plus a fair amount of business, organizational and creative ability. I am confident I could bring these assets to the marketing department of General Foods Corporation.

I would welcome the opportunity to meet with you to discuss my interest and qualifications, and will contact you (time frame) to arrange a mutually convenient time to get together.

Sincerely,

(Signature)

Your Typed Name

Enclosure