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**Human Resource Manager**

**Alliance Advertising & Marketing Pvt. Ltd.**  
D 8/1 Okhla Phase II

New Delhi

110020

India

Dear Human Resource Manager,

I am writing in response to your advertisement on Internet regarding the post of Marketing. Please find enclosed my CV which summarizes my education, qualifications, skills, and experience.

I am looking to work with advertisement agency such as yourselves wanting new old stocks. Thanks to Marketing Seminar held in my college, I became interested in Marketing.

I am thoroughly interested in your vacancy as it offers me an opportunity to improve my career and gain experience of marketing. In contrast to having no experience, I am familiar with basic knowledge of Marketing as you want. My English level is upper intermediate and I really like to communicate with people; in this case, you can be pleased with this. Furthermore, I can also drive my personal car when I am working. In addition, I have clean driving licence.

In the current situation, I am investigating new opportunities and would welcome a personal interview for the position of Marketing. I appreciate your time and consideration, and look forward to hearing from you.

Yours Sincerely,

Rakiye Özdal

Enclosure