***Serkan TÜRK***

***300488***

***Class: First Year - A***

***IDE 112 Academic English***

**Assignment 2 – Response Paper** Date: 07/11/2014

**Covering Letter**

To whom it may concern;  
  
 I am writing in response to your advertisement in Cumhuriyet newspaper of 8 August 2014 regarding the post of Salesperson. Please find enclosed my CV summarizing my education, qualifications and experience.

I first became interested in finance and meeting other people when I worked as a secretary at the Lawyer Office in my home city of Denizli in Turkey. At the beginning I did not have any experience with this job, but later I learned everything about finance and meeting. I wanted to continue this job, but my education limits me every time. I also worked at transportation sector, so I know about using vehicles and selling. I have driving licence for a year.  
  
 I graduated from Anatolian High School in department of foreign languages, and I can speak some foreign languages like English, German. I am currently a student at the Karadeniz Technical Unıversity at department of English Languages and Literatures. Because I have some characteristic feature, I can easily communicate other people via my foreign languages, and later I can convince. Tourists come here to see different places. If you want to break a record on sales, I think I have a chance for this job. If you wish to contact me, you can reach at 0546 XXX 8800 or by e-mail uaserkanturk@gmail.com. I hope we will do it together.  
  
 I would be available to come an interview at any time.  
 I look forward to hearing from you.  
  
 Yours Sincerely  
  
 SERKAN TÜRK