

Thomas Koch
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John Smith,
Personnel Manager,
Bloggs Design.

Dear Sir,

I am writing with reference to the possibility of obtaining work experience within the marketing department of your organisation.

I have recently completed my degree in Economics at the University of Berlin (Germany).

As you can see from my CV, I can offer a considerable amount of relevant work experience. I am very familiar with a variety of computer software, including Excel, Microsoft Word and Access database.

Additionally, I have excellent English language skills since I studied in an English high school for one year.

I am very keen to apply my skills and experience to a design related industry, as my career goal is to become a project manager in design related projects. Therefore I am highly interested in the following tasks regarding the launch of new products and the marketing of existing products:

- Discussion of manufacturer and client requirements
- Research and development activities
- Evaluation of the factors which influence the product design

I am also especially interested in the creation of marketing and business strategies as this is closely linked to my academic background and preferences.

I look forward to hearing from you and would welcome the opportunity to discuss my application in greater detail.

Yours faithfully,

Thomas Koch