**Alyssa Bethenny Lachey**

**56 Thomas Apartments, Happy Street, New York, 52364 • 649-458-XXXX • abcd@gmail.com**

**Dear Human Resources Administrator:**

Perhaps your company is seeking to recruit the talent of someone who can grasp complex concepts, roll with the punches, and contribute to the success of a products performance. If this is the case, then please accept the accompanying sum for your review and consideration for a position in which these strengths and diverse experience will be of value.

During my Internship as a Sales and Marketing Associate with Claire Rose, I effectively managed broad areas of the sales and marketing process from building and maintaining key accounts to product promotions. With a background in office management and field sales, I bring an ability to view situations from multiple perspectives and to maximize opportunities. As an effective problem solver, I see my role as one of cutting through red tape and confusion by providing clarity and practical business solutions for the company I represent and its clients.

Creatively, I enjoy brainstorming about innovative ideas that take into consideration demographics, target markets, advertising strategies, and shifts in the economy that have a direct impact on consumer buying trends and the influences that drive those changes. With these combined abilities, I am confident that I would make a significant contribution to the continued success of your company.

Although the accompanying sum illustrates my background well, I feel that a personal interview would better demonstrate my knowledge and abilities. Therefore, I would appreciate an opportunity to interview with you at a convenient time. Thank you for your review and consideration. I look forward to hearing from you soon.

**Sincerely,**

**Alyssa Bethenny Lachey**