

801 Montgomery Avenue
Bryn Mawr, PA 19010

November 20, 2008

Mr. Michael Laus
Human Resources
Boyd, Tamney, Cross Marketing
120 Walnut Street
Philadelphia, PA 19037

Dear Mr. Laus:

I am writing to introduce myself as a candidate for an account representative or related position at your firm. As a senior Communication major at Villanova University, I have the credentials and desire to be a contributor at Boyd, Tamney, Cross Marketing. Your firm specializes in entertainment accounts as well as promotional support for major health care organizations which are strong areas of interest for me. Your name was given to me by Gina Ford, who previously worked for your firm.

My advertising course at Villanova gave me the unique opportunity to run a campaign from the planning stages to the final proposal to present to a local business. Our group's plan was well received by the employer and was to be utilized by their marketing staff. As the Correspondence Chair of my sorority, I constantly had the task of all written materials to alumni, our national chapter and local philanthropic organizations. In addition, my summer position at Good Samaritan Hospital, gave me exposure to all the marketing strategies of the Community Services Department. One of my tasks was to write articles for the weekly newsletter. My written and oral communication skills are very strong and have continued to improve through these experiences.

I am a creative, hard working individual who has a strong desire to work at a firm such as yours. I would love the opportunity to meet with you to further discuss my qualifications. My schedule is flexible and I would be able to schedule a meeting at your convenience.

Thank you for your time and consideration.

Sincerely,

Holly Armstrong