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Die Firma GmbH
Mr Ed Exemplary
Muster-Allee 9 - 11
30175 Hannover

Neustadt, 11th of April 2011

Your offer of employment for „Marketing-Consultant“

Dear Mr Exemplary,

With reference to your e-mail of 8th April, I would like to apply for your recent job offer. Right now I am a student at the University of Neustadt. Over the last three years of my studies, I was particularly interested in issues like Public Relations, the possibilities of new media and Online-Communication.

Your job offer has come to my attention because the required skills fit into my profile and I am very interested in the demanding task you have offered. In addition to that, I was able to acquire experience in the area of Public Relations in my internship at “XXX”. After a short term I was responsible for the Corporate Blog as well as the generation of the Newsletter. Beside these tasks, I wrote all of the press releases and I was involved in customer support.

As soon as I have finished my studies in May I could take up employment immediately. I would be delighted to talk to you personally in a job interview and I look forward to hearing from you soon.

Yours Sincerely,

(Max Muster)

Enclosure:
CV
temporary school certificate
employment reference of the internship XXX