TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Intent for Job

Dear Vincent,

My name is Mary-Anne Rose and I am writing you to submit my resume in hopes of joining your marketing team. Organic Foods Co.’s steady growth towards becoming the leading natural and organic grocery store in Washington State is in no small part to the marketing team. Their ability to garner sympathy for the company’s vision of a sustainable future for future generations is nothing short of miraculous, and I would love the opportunity to bring my expertise and growth to continue spreading your message.

I have 15 years of hands-on sales and marketing experience in a variety of positions. After receiving my bachelor’s degree from NYU majoring in marketing and environmental studies, I joined the marketing team at Farmiga. This successful startup’s mission was to connect farmers to community members and deliver fresh, organic, locally grown fruits and vegetables to consumers. From 2009-2012, we helped our local famers deliver their produce to over three thousand pick up locations. Following my time with Farmigo, I took my talents to Starbucks where I was hired on as the marketing manager of the brand and marketing team. There, I lead the team in developing new marketing strategies and capabilities to deliver a connected and holistic brand experience. While I excelled at this position, and delivered successful campaigns for a number of new products, I longed to work for a company that shared my values and enabled me to apply the entirety of my education.

Due to my passion for your mission statement and my success in the field, I believe that I would be a perfect addition to your marketing team. Please contact me should you require more information.

Sincerely,

Mary-Anne Rose

[Signature]