August 23, 2011

Mr. Jim Baker

XXX Cola Company

1234 Lane Road

Bucyrus, NJ 22222

Dear Mr. Baker:

As XXX Cola Company continues to make its mark in the beverage industry, I was excited to see your posting for a Communications Specialist in The Times the week of January 2nd. Having experience working with Fortune 100 companies, I bring outstanding professional and academic qualifications that may be of value to your organization as you search for key talent.

Much of my past experiences align with the key responsibilities of the Communication

Specialist role, including:

• Orchestrated logistics for 2008 Conference. Included: correspondence, document review and meeting space logistics for over 600 participants.

• Designed corporate website with responsibility for all content, application, and graphics.

• Traveled internationally, wrote, and delivered PowerPoint presentations to geographically diverse audiences.

• Spearheaded domestic and international media relations in Canada, England, France, Asia.

With my MBA from The University of Florida almost complete, I am in a position to leverage my accomplishments as an experienced communication strategist and add value to XXX Cola.

While my enclosed resume outlines my career progression, I would welcome the opportunity to discuss the current and future needs of XXX Cola Company. I look forward to learning about the next steps in the selection process and assure you that my commitment, enthusiasm, and professionalism will be of great value to your team. Thank you for your time and consideration.

Sincerely, Paul Brady