March 4, 2011

Mrs. Mary Jefferies

55 West 5th Street AB Beauty Products New York, NY 11111

Dear Mrs. Jefferies;

Standing out as the world leader in the high quality cosmetic products, AB Beauty Products is the type of company that I am committed to joining. My success as a marketing manager for XXX, combined with my MBA studies in Marketing and International Studies, may be of value as you engage in a search for a Brand Manager.

Highlights of my career include:

• Organized and coordinated a team challenged with restructuring operations in 5 countries and involving over 500 sales people.

• Improved profit margins by designing and implementing reporting system to calculate range of products and pricing guidelines.

• Increased sales by researching competitors and targeting specific markets.

• Increase market share in two categories.

I am excited to use my proven record of increasing revenues, leadership, and analytical skills as a Brand Manager with AB Beauty. My marketing experiences in New York, Germany, Australia, Italy and Brazil would make me a valuable member of your international team.

While my enclosed resume outlines my career progression, I would welcome the opportunity to discuss the needs of AB Beauty with you. I will call you next week to set up a meeting in person. I look forward to learning about the next steps in the selection process and assure you that my commitment, enthusiasm, and professionalism would be an asset to your team. Thank you for your time and consideration.

Sincerely,

Matthew Little