

# COVER LETTER FOR A JOB APPLICATION WITH NO EXPERIENCE

John Cane  
Managing Director  
ABC inc.  
90 Dean St.  
Hatfield, CA 11111  
[www.abc.com](http://www.abc.com)

Dear Mr. Cane

My name is Hall Shaw, and I humbly submit my application for the position of Assistant Marketing Coordinator at ABC Marketing Agency with great enthusiasm. After viewing your website, I became very interested in learning more about this position. I am confident that my strong communication and time management skills will help me excel as a member of your team.

As a recent University of Toronto Mass Media Communication graduate, I gained valuable writing and research experience. As the main writer for our campus newspaper, I wrote fascinating stories that captured the symbolic importance of our school while also providing readers with useful information. These same skills can be applied to create intelligent and persuasive marketing materials for your clients.

My dedication to conducting research and completing projects on time makes me an excellent choice for you and your company. As an Assistant Marketing Coordinator, I would relish the opportunity to broaden my horizons by developing educational materials that pique the interest of your company's target audiences. Your website demonstrates your eagerness to assist in the promotion of your clients. During my time at the University of Toronto, I was inspired to promote my university and its newspaper, and I want to share that enthusiasm with you.

I'm very interested in learning more about your company and honing my skills. Thank you for your consideration and time. Please contact me at your convenience to set up an interview. I look forward to hearing from you as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Shaw', with a stylized flourish at the end.

Hall Shaw