

William Ho

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March 11, 2015

Mr. Scott Young
Zaber Technologies
605 West Kent Ave N #2
Vancouver, British Columbia V6P 6T7

Dear Mr. Scott,

Re: Marketing Coordinator

This letter is to express my interest in the marketing analyst job opening posted on the Zaber Technologies career website. I believe that my education, work and volunteer experience combined with my work ethic makes me a qualified applicant for the position. Currently, I am in my 4th year at the University of British Columbia, studying towards a Bachelors of Art in Sociology.

During my three-and-a-half years as a sales associate at Search Canada, I developed sales and interpersonal skills within a competitive environment. I served as the department's second best salesman by providing customers with detailed product information as well as incentivizing warranties and larger purchases. When not selling, I aided my manager with his weekly inventory reports and tasks. I am a hard worker that emphasizes customer satisfaction and created a lasting customer base that sought me out personally.

My academic experience over the past four-and-a-half years has prepared me to be an effective group and academic writer. My experience gained from writing essays, proposals and reports individually and in a group setting will allow me to write effectively in detailing information to coworkers and clients.

Thank you for your consideration on my application for the position on your marketing team. Please feel free to contact me by email at willwkho@gmail.com or my personal phone at (604)123-1234.

Sincerely,



William Ho