July 12, 2014

Mr. Thomas Smith
Abbott Laboratories
100 Abbott Park Road
Abbott Park, IL 60064-3500

Dear Mr. Smith:

Your advertisement for an entry-level, bilingual marketing professional at the Abbott Web site caught my attention. I believe that my marketing experience, my fluency in Spanish, and my strong interpersonal and communication skills make me an excellent candidate for the position.

I recently earned a bachelor's degree in marketing from the St. John's University and graduated with a 4.0 GPA. I am a student member of the American Marketing Association. I also studied abroad in Spain in 2010, which allowed me to become fluent in Spanish. In the summer of 2011, I participated in an internship with Bristol-Myers Squibb in which I helped its marketing team develop print and electronic marketing materials for a Phase III drug, as well as performed other marketing-related duties. Because of this experience, I believe I will be able to make an immediate contribution to Abbott. I have enclosed my résumé, which details my qualifications and provides more information on how I might be an asset to Abbott Laboratories.

I will contact you shortly to see if you have received my application materials and to request a face-to-face meeting. Thank you for your time and consideration.

Sincerely,

John Williamson
1255 W. Jackson Boulevard
Chicago, IL 60613
Phone: 773-555-1212
Email: jwilliamson@anymail.com
http://www.linkedin.com/[yourLinkedInURL]