**KRISTIN YEAGER**

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Vector Marketing

Hiring Manager

Full Time Position

Orlando, Florida

32817

April 20, 2014

Dear Hiring Manager,

I am inquiring on the marketing position that was posted on [www.snagajob.com](http://www.snagajob.com), I would like to be considered for this position.

I am a part time college student who has completely two Associate of Science Degrees, one as a Business Analyst and one in Entrepreneurship as well as an Associate of Arts Degree in general business. I am working towards my Bachelor of Science degree in Marketing and have taken multiple marketing classes so I know what marketing entails along with sales. While going to school I have worked in a psychiatrist office as an Office Manager fulfilling duties of maintaining an office while multitasking and running a business.

As the position with your company is mostly marketing and sales, I am confident that I am capable of upholding the job responsibilities that are required. I am a responsible and reliable and can carry out any task asked.

My background in working in an office as an Office Manager has provided me with many skills that I believe can be useful to your company. I have experience with working under pressure and in a timely manner. I work efficiently and am very reliable when getting tasks done. I have six years of experience with these skills and have enough knowledge on how to work with these skills.

In closing, I would like to say that I would like for you to take me into consideration when filling this job opportunity. I would love to schedule a further interview so we can discuss my application and future with your company.

Sincerely,

Kristin Yeager