

An Unsolicited Letter Sample from a freshman

123 Wai Don Building
Yuen Chau Street
Shamshuipo
Kowloon

22nd March 2014

Mr. Raymond Fung
Senior Advertising Manager
Pico Company Limited
Flat A, Block 4
Summit Gardens
Hong Kong

Dear Mr. Fung,

I should be obliged if you could tell me whether there are currently any junior position of advertising available within your company. I would appreciate the opportunity to put the skills I have acquired in the past.

I will graduate from Tung Wah College with Bachelor of Business Administration (Hons) in June this year. My major is Marketing and I am very interested in seeking a position in the field of advertising.

Last summer, I was employed by Lee & Lee Advertising Agency as an advertising assistant, where I have obtained valuable practical experience in the areas of research, demographics, sales forecasts and promotion. I hope to take full advantage of my knowledge and experience by starting my career with a prestigious company like yours.

Enclosed my résumé and I believe that I am ready for this challenge. If you have no opening at the moment, please keep my particulars on file.

Thank you for your attention.

Yours sincerely,



Agnes Wong Mei Ling

Encl.