

Company address

Your own address

**&
contact data
(phone, E-mail)**

2 September 2006

Dear Mr Smith OR Dear Sir/Madam

Re: Assistant Brand Manager

I am writing to apply for the job of Assistant Brand Manager as advertised on KMI's corporate website. Currently I work in European Marketing with Wilkinson Sword as an Assistant Brand Manager for male shaving systems, on a Trainee basis.

King of Shaves is the sort of young and likeable brand I would love to put my strong dedication and capability into, to contribute to further growth. The assets I bring to this role are my excellent in-depth understanding of the personal grooming sector, my favourable FMCG marketing experience, as well as my enthusiastic can-do attitude that has helped me throughout my career to successfully handle new challenges.

Furthermore, I am fully confident that my friendly and outgoing personality provides me with the people-skills required for the sales aspect of this role. In my former job with a small concert agency, where I represented young, unknown rockbands, I successfully liaised with venue owners to sell the acts into their venues.

My salary history is not a suitable reference for the position to which I am applying, since I currently work on a trainee contract, as previously mentioned. To give you an idea of my expectations, I would like to suggest 25,000 p.a. as a basis for negotiation.

For more information on my education and working experience, please find enclosed my CV. I am highly motivated to prove my skills on the job and I would like to tell you more about myself in a personal interview.

I am very much looking forward to hearing from you soon.

Sincerely yours