

Advertised Opening

Angela T. Jonesburg

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September 1, 20xx

Hiring Manager
Starbucks Coffee
1000 15th St.
Denver, CO 80203

Dear Hiring Manager:

While visiting one of your stores last week, I had a conversation with the manager, Sandy Brozowski, about the opening for a Marketing Coordinator. Through my work, internship and university experience, I am perfectly suited for the Marketing Coordinator position because my skills and knowledge match the job description.

My success and accomplishments such as the 20xx Cherry Creek Arts Festival demonstrate my ability to contribute to the Starbucks team. In order to manage the ongoing projects for the Arts Festival, I coordinated media schedules, ensured the layout and printing of collateral materials and updated all website information. To ensure that deadlines were met, I worked directly with the Arts Festival staff to guarantee their satisfaction with the marketing materials. This involved patience and flexibility in order to relay changes and requests between the client, creative team and media partners.

In addition, I can contribute to the Starbucks team in the public relations arena. I managed a campaign for the release of Gonzo Imperial Porter – a tribute beer to the infamous Hunter S. Thompson distributed by Flying Dog Brewery. I sent this press release out both locally and nationally via email to newspapers, magazines, radio stations and television stations. I then mailed key media contacts a press kit containing a photo of the Gonzo beer, a cigarette holder (one of Thompson's signature quirks) and the press release. As a result, the beer and its ties to Hunter S. Thompson were covered in *Rolling Stone*, *Playboy*, MSNBC.com, CNN.com, WB2, CBS4, Denver's 7, *The Denver Business Journal*, *The Denver Post*, and the list continues to grow.

In addition to managing campaigns, my achievements within work environments have been successful because of my ability to interact with other team members. In order to accomplish my goals, I successfully worked with people with varying personalities and working styles. My strong leadership skills contributed to the overall success of such projects as the Cherry Creek Arts Festival. These skills would greatly benefit an organization such as Starbucks.

As your Marketing Coordinator, I am enthusiastic about having an opportunity to be a part of Starbucks' plans and goals for the future. I will contact you the week of September 8th to confirm the receipt of my resume and to schedule a time for us to speak. Thank you for your consideration and time.

Sincerely,

Angela T. Jonesburg