

123 Your Street
Lusaka
P.O.Box 123
Cell: 0966 XXX XXX
Email: your.name@emailprovide.co.zm

Mr Individuals Name
Job Title
Employers Name
1 Any Street
Lusaka
P.O. Box 12345

{insert date}

Dear Mrs {insert name},

I am very keen to work for {company name} because of the reputation that your organisation has as the leading {company function} in Lusaka. Having researched {company name} I understand that you look to recruit the most able and enthusiastic employees and believe that I meet these requirements. I am currently seeking a position as a marketing or sales trainee but would be more than happy to consider any other related posts that you deem suitable.

I understand that a marketing or sales trainee needs to be able to produce quality work to tight deadlines and to get results under pressure. A recent high school graduate I demonstrated these skills by gaining excellent academic qualifications, including the highest mark for English in the school. I also developed the ability to use many computer packages including word-processors and databases and rapidly learn how to use other software.

In addition, through my extra-curricular activities I have developed a number of other skills relevant to a career in marketing or sales. This includes excellent communication and leadership skills. Whilst at school I acted as a community volunteer and was responsible for organising a number of events to raise money for charity. This involved promoting events through a mixture of print and electronic newsletters, booking facilities and entertainment, and collecting and recording donations.

I would be most grateful if you could review my CV and consider me for any suitable positions available within your organisation. Please note that I am available for interview at any time.

I hope to hear from you soon.

Yours sincerely,

{Your Name}