

Cover Letter サンプル

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I am writing this letter to express my interest in training with an American company. I wish to gain knowledge in marketing methods and procedures. Moreover, I seek to obtain knowledge in developing sales promotion and strategies in an American company. I wish to have a broader vision of this field upon finishing my training for my future endeavors.

My credentials include a B.A. degree in Sales and Marketing from the University of Michigan, along with having over 5 years of experience in sales and marketing, sales promotion, and advertising in the tourism industry. Apart from that, I often have the opportunity to directly communicate with customers where I learn customers' demands and make sales plans and goals.

I have developed both interpersonal and communication skills through my job and from my previous short-term internship. I feel these are necessary skills in performing effectively under an international environment. I hope to effectively utilize these skills in training in an American company and maintain all aspects of business relationships between the company and accounts. Through my hard work, I have learned to effectively interact with people of various backgrounds.

Through training with an American organization, I strongly hope to improve my skills in the field I will work and strengthen my English as well. Further, my goal is to broaden my international business vision as a whole.

Sincerely,

(自分 の 名前)