

Natalie Alfonsi  
2112 Grant Lane  
Columbia, MO 65203

July 29, 20XX

Mr. Timothy Travis  
Director, Human Resources  
Ogilvy, Inc.  
401 Asher Boulevard, Suite 1300  
Washington D.C., VA 22201

Dear Mr. Travis:

I am a recent MBA graduate from the University of Missouri who was directed to the entry-level group coordinator position at Ogilvy Public Relations by Elle Hogan from the Social Marketing department. I am extremely interested in beginning my public relations career at Ogilvy and working in the Washington, DC area.

Strong writing and communications skills are obviously essential in public relations. As a journalism and business student, I have developed considerable experience conducting research, writing articles and producing marketing material for a variety of audiences. While working as a copy editor and reporter for the Columbia Missourian, I developed an ability to multitask effectively in a fast-paced environment, efficiently handling numerous assignments and deadlines. In addition, I am a confident public speaker and communicator with considerable experience delivering presentations in both group and individual settings.

Ogilvy's ability to maintain its longstanding reputation for creativity in an increasingly global marketplace is partly attributable to its emphasis on diversity. Having lived abroad and traveled extensively, I am able to interact comfortably with people from all cultural backgrounds and approach problems and issues with a global outlook.

I am excited about the opportunity to be a part of the Ogilvy team, and would like to further discuss my skills and qualifications with you.

Sincerely,

Natalie Alfonsi  
Attachment: Résumé