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31 October 200X

Mr Simon Johnson
Head of Recruitment
ABC Nature Fund
12 Grafton Road
Hampshire
SP12 0RS

Dear Mr Johnson

Ref: Vacancy for Marketing / Communications and PR Officer

I am writing to you with great interest in the advertised vacancy of Marketing/Communications and PR Officer and enclose my Curriculum Vitae for your consideration. I have been seeking a challenging and exciting position within an organisation such as yours for some time. I am keen to work in an environment where there is the opportunity to take on responsibility from an early stage, where I might also have the chance to progress and further develop my skills.

I have a Diploma in Marketing and in addition I have been studying Ecology in my spare time since 2005. A member of ABC Nature since childhood, I have a passion for wildlife and for the environment. I possess three years experience of working within a PR environment, representing blue-chip companies at PR events, providing information to the general public. In addition I have over seven years' experience in customer facing roles within the airline industry.

I have a strong interest in the not-for-profit sector and have worked as a volunteer regularly in my spare time since 2000 in a variety of support and fundraising roles for charities. During PR demonstrations for new on-board products with TGA Airways, I have worked closely with the media, introducing journalists to company Directors at regional press conferences. I possess personal relationships and contacts within a selection of radio and TV media organisations across the country and have affiliated editorial connections with London based print and advertising media companies. I have assisted with interviews of bands including UB40 and Manic Street Preachers for a national music magazine *Live Wire*.

My communication, interpersonal and presentation skills are exceptional; I am diplomatic and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results. I work well under pressure and excel in planning and organisation. A highly capable decision-maker with excellent analytical and problem solving skills, with the ability to confidently present information clearly and concisely. I place a high value upon teamwork and the development of good working relationships with colleagues and key stakeholders.

I feel that my experience and abilities would provide a positive influence within an organisation such as yours. I would welcome the opportunity to discuss my interest in this role further. Should you require any further information please do not hesitate to contact me.

Yours sincerely

Melissa Stewart

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