

9-6-19 Shiba
Minato-ku, Tokyo
Japan 123-5500

September 19, 2012

Ms. Joanna Miller
OPQ Advertising
2647 Gold Street
Chicago, IL 60602 USA

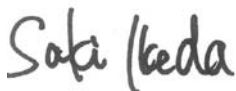
Dear Ms. Miller:

During the recent trade fair in Tokyo, one of your sales representatives, Paul Graham, informed me of a job opening for a senior director in your Sales and Promotion Division. I am very interested in this position because I believe I have the qualifications to fill it, and I have confidence that I will be able to contribute to the increase in sales of OPQ Advertising through sales promotion activities.

I have been working as a promotion coordinator for 12 years. The areas of my work vary from planning and implementing effective promotion campaigns to improving operations. As noted in the enclosed resume, one of my projects won the Best Promotion Award in the 2006 Japan Sales & Promotion Contest. My greatest strengths are marketing knowledge and survey skills accumulated during my 7-year experience as an assistant market analyst. Conducting surveys and analyzing the results over the years has given me accurate analysis skills of survey results and the quickness to grasp consumer trends, which lead to creating effective sales promotion campaigns.

I would appreciate the chance to discuss this position with you at your convenience. If you have questions, or would like additional information, I can be contacted at (81)90-xxxx-xxxx or saki_ikeda@pmail.com (e-mail). Thank you for your time and consideration.

Sincerely,



Saki Ikeda
Enclosure: Resume