

From: Sue Martin (martin.susan2@xxxx.com)
To: John Brown (xxxxx@xxxxxxxx.com)
Sent: Thu July x, xxxx
Subject: Following up after our telephone conversation earlier today

Mr. John Brown
Manager, International Sales
Advanced Motors
218 Tungsten Road
Detroit, MI 48232

Dear Mr. Brown:

Thank you for discussing the current employment situation at Advanced Motors in our recent telephone conversation. As you requested, I have enclosed a résumé outlining my qualifications for an international sales/marketing position.

In addition to my strong academic background, I have had relevant experience in export management and international business consulting. My internship with the State of Pennsylvania European Office in Brussels, Belgium, enabled me to work for an international economic development agency while living in a foreign country. I speak and write French and Spanish. I have also studied the history, culture, and politics of Spain and Hispano-America.

My current position with an export-consulting firm involves assisting American medical manufacturers in the sale of their products to Asia. I regularly correspond with client companies regarding foreign inquiries and export quotations.

I am a creative, organized professional open to business travel. I would like to arrange a personal meeting at your convenience to further discuss my qualifications and how I can make a valuable contribution to your company. I will call you next week to do so, but if you prefer, please contact me at xxx-xxx-xxxx. I look forward to talking to you again.

Sincerely

Sue Martin

International Business Specialist
Address
E-mail
Phone