

Katja Kovacic
3114 4th street
Lubbock, TX 79415

September 15, 2005

Mr. Arthur Keith
2800 Opryland Drive
Nashville, TN 37214

Dear Mr. Keith:

I am writing in response to your online advertisement at www.careerbuilder.com. I would like you to consider me for your Marketing and PR position at the Gaylord Opryland Resort. I believe that my academic training in Public relations and Marketing at Texas Tech University, along with my working experience as a PR practitioner qualifies me for the position.

My education at Texas Tech has given me a strong background in this field. I have taken a wide selection of business and mass communications classes. Mostly I concentrated on developing my writing, public speaking and computer skills. Texas Tech has extensive writing requirements in this field; therefore I believe I am well prepared for the job you are offering. I am also fluent in two foreign languages, German and Croatian.

While working at the Ljudska Univerza Company I was able to apply my writing, speaking and computer skills. I worked with five coworkers on designing an advertisement brochure for the company. I also had to compose a research survey and assisted with carrying out a workshop. This helped me acquire my interpersonal skills.

The enclosed resume provides an overview of my education and my working experience. I would appreciate the opportunity to meet with you and discuss my application. If you would like any additional information about the information provided, please email me at katja_kovacic01@yahoo.com or call me at 806 441-9564.

Sincerely,

Katja Kovacic

Enclosure