

**Cover letter for MBA fresher - Format and template**

MBA Fresher cover letter 06-26-2012 07:48 AM

The HR Manager,  
XYZ Co. Ltd.  
MIDC,  
Mumbai

Sub: Cover Letter – MBA Fresher

Dear Sir/ Madam,

I am writing in response to your job notification for the position of Marketing Manager on ABC site.

- MBA in HR and Marketing with an aggregate of 88% marks
- Sufficient understanding of business administration and their usage with the different thought process
- Can handle MS Office and web tools
- Ability to deal with customers and vendors
- Managerial qualities and can coordinate with multiple teams simultaneously
- 6 months internship from Abc Pvt. Ltd.

**Some of my personal qualities which you may find useful for this role are:**

- Hard working
- Good communication and organizational skills
- Quick learner
- Ability to work in teams

Please find my detailed CV for your consideration. Should you need any more details, please do let me know.

Thanking you for your time and looking forward to hear from you.

Sincerely

Ritu Singh  
xyz@gmail.com  
+91-99\*\*\*\*\*