

Your address  
Your City/State/Zip  
Date

Name  
Title  
Name of Organization  
Address  
City/State/Zip

Dear Mr./Ms.:

Enclosed please find my resume and application for the position of Assistant in the Marketing Department. In May I will complete a B.S. in Business Administration from Nazareth College with a minor in Marketing. Your organization has a reputation for professionalism and quality work, and I would truly appreciate an opportunity to contribute to your team.

I consistently sought internship and other experiences which provided me with the opportunity to learn and work in professional settings. During my internship with Smith Learning Center, I worked closely with an account executive and interacted extensively with clients. I assisted with training proposals and marketing campaigns, utilizing numerous computer programs.

In addition, I completed an intensive, hands-on computer course for Access, Word and PowerPoint. My skills and interest in this are very strong.

I would appreciate an opportunity to meet with you, and can be reached at (716) 555-1111. Thank you for your consideration.

Sincerely,

*Your signature here*

Your Name Here