April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Marcom Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I beleive that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with there summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company’s next comercial. I would like to use the knowledge I gained at Fresh Foods to help you’re company acheive it’s marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I’ll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel