July 20, 2019

Robert Smith

Senior Account Executive

Fromm Cooley and Associates

500 Linden Oaks Drive

Rochester, NY 14625

Dear Mr. Smith,

I am contacting you in regards an internship in the Public Relations department at Fromm Cooley and Associates. I was referred to you by Cindi Johnson from Delmont Hotel.

My resume is enclosed for your consideration. Thank you for your time, and I look forward to hearing from you soon. Please feel free to contact me at 0777777777 or by email at robertsmit1985gmail.com.