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 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 their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company’s next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across the 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 will be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,   
  
Adrienne Patel