

November 4, 2021

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

Dear Ms. Sarah:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I **believe** 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 **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** 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 **considerations**.

Sincerely,

Andrianne