**Jack J. Johnson**

Header should match resume header.

1234 Anywhere Ave, Memphis, TN 38100 • 901.555.1234 • jack.johnson@webemail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

August 27, 2017

Jayne Watson

1st paragraph: Reason for submission & contribution statement.

The ACME Marketing Firm

395 East Street

Memphis, TN 38111

Dear Ms. Watson,

I am submitting the attached resume for consideration of the Marketing Internship position at The ACME Marketing Firm. My background has given me marketing, advertising, and planning experience that would contribute to your organization’s goals and objectives.

2nd paragraph: Describe skills, experience, etc.

As indicated by the provided resume, I have skill-sets in marketing, consumer behavior, and social media, derived from both academic and professional job experiences. The achievements are derived from my strong communications skills and attention to detail.

I respect the quality of work done by ACME Marketing and would be honored to be a part of your team. If you have any questions or would like more information after reviewing the resume, please do not hesitate to give me a call or send an e-mail.

3rd paragraph: Glad for opportunity, thanks, and contact for more information.

Thank you for your consideration.

Sincerely,



Be sure to include your signature.

Can be scanned or use the Microsoft Word electronic signature feature.

Jack J. Johnson

Enclosure/Attachment: Resume

**Jack J. Johnson**

1234 Anywhere Ave, Memphis, TN 38100 • 901.555.1234 • jack.johnson@webemail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

August 27, 2017

Jayne Watson

The ACME Marketing Firm

395 East Street

Memphis, TN 38111

Dear Ms. Watson,

I am submitting the attached resume for consideration of the Marketing Internship position at The ACME Marketing Firm. My background has given me marketing, advertising, and planning experience that would contribute to your organization’s goals and objectives.

As indicated by the provided resume, I have skill-sets in marketing, consumer behavior, and social media, derived from both academic and professional job experiences. The achievements are derived from my strong communications skills and attention to detail.

I respect the quality of work done by ACME Marketing and would be honored to be a part of your team. If you have any questions or would like more information after reviewing the resume, please do not hesitate to give me a call or send an e-mail.

Thank you for your consideration.

Sincerely,



Jack J. Johnson

Enclosure/Attachment: Resume