

Jack J. Johnson
1234 Anywhere Ave. Memphis, TN 38100
(901)555-1234
jack.johnson@memphis.edu [LinkedIn](#)

Header
should match
resume
header.

August 27, 2023

Jayne Watson
The ACME Marketing Firm
395 East Street
Memphis, TN 38111

1st paragraph:
Reason for
submission &
contribution
statement.

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,

Signature

Jack J. Johnson

Be sure to include
your signature.

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

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Thank you for your consideration.

Sincerely,



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