April 13, 2013

Ms. Ella Jackson  
Human Resource Manager  
1234 Modern Street Drive  
Trenton, NJ 08601

Deer Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employmnet 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 there summer promotions, I was able to help the Marketing Specialist develop and carry throogh ideas for the company’s next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company acheeve its 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.

Inclosed is a copy of my resume, which more fully detail 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 you may have. Thank you for your consideration.

Sincerely,   
  
Jane Flores