

**SAMPLE STUDENT**

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June 28, 20xx

John Smith  
Marketing Manager  
ABC Company  
222 Lincoln Lane  
Chicago, IL 53451

Dear John Smith,

It is with great interest that I am submitting my resume to be considered for **the E-Marketing Specialist** position that was posted on your website. My educational coursework and internship helped me develop a proven set of skills which will allow me to be an asset to ABC Company.

I have recently completed my Associate in Applied Science: Business Administration - E-Marketing Degree from Harper College. The attached resume details my skills and experience; however, I would like to highlight the qualifications that meet your needs. These include:

- Excellent written and verbal communication skills used to develop brochures, print and social media press releases and marketing material to convey a newly created brand
- Assisted marketing team with formalizing marketing strategy and plan
- Knowledge of social media platforms: LinkedIn, Facebook, Twitter and Instagram
- Managed and analyzed website content and updates
- Strong Microsoft Office and Adobe Creative Suite skills
- Creative, team player, flexible, dedicated and hard working

I would appreciate the opportunity to meet with you and further discuss how my skills and experience can benefit your company. Please feel free to contact me at your convenience if I can provide any further information about my qualifications. Thank you for your consideration.

Sincerely,

Sample Student