[Applicant’s Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

 [Today’s Date]

[Recipient’s Name]

[Job Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Dear [Recipient’s Name]

I’m writing to apply for the marketing summer internship program at ABC company. I learned about the internship program through New York University’s Career Services Office.

I am currently a senior marketing student at New York University, and I will receive my degree in the spring. In the course of my studies, I have acquired skills in marketing analytics, product development, pricing, digital interment marketing, marketing communications, and public relations. Currently, I hold a 3.9 GPA.

Last summer, I created a social media marketing campaign for a non-profit that sells hand-made artifacts to support homeless families. The campaign returned the highest revenues ever for the non-profit and I was recognized as one of the best-performing volunteers. I also used my marketing analytics skills to analyze the results of the campaign and make recommendations to the marketing department.

I believe I would be a resourceful addition to your marketing team. The summer internship program can provide me with an opportunity to contribute towards the achievement of your organization’s goals and objectives, as well as enabling me to expand my skills.

I will call next week to see if my qualifications and skills are a fit for the candidate you are looking for. If so, I would like the opportunity to discuss my suitability for this position in person at a mutually convenient time. Thank you for your consideration. Should you have any queries, please don’t hesitate to contact me at applicantname@email or (555) 555-5555.

Yours sincerely,

[Applicant’s Name]