23 Park Avenue, Cityville  
Phone: 0123-456-789  
Email: [aladd@email.com](mailto:aladd@email.com)

September 23, 2019

Victoria Secret  
Manager  
Vicki’s Marketing   
11 Clothing Lane  
Dublin

Dear Ms. Secret,

I am writing to you regarding the internship for marketing assistant at Vicki’s Marketing. I found the job description on [**jobs.ie**](http://www.jobs.ie/) and was thrilled to find that my academic achievements and qualifications to date are a perfect match.

As a marketing student at the University of Equity in Dublin, I have acquired skills in market research, customer segmentation, public relations, and product development. I am in the final year of my Marketing Degree and achieved a 1:1 grade in the first three years. To date, my coursework has included the following:

* Irish Business Environment
* Statistics
* Marketing Research
* Strategic Marketing
* Economics

My knowledge of the above modules enabled me to create a campaign for a local tree surgeon which yielded an ROI of 80%, the highest in the class. As a result of the campaign, I received first place in the University’s business plan competition.

I know that Vicki’s Marketing is one of the leaders when it comes to serving horticultural businesses, which is why I believe I am such a good fit.

I would love the opportunity of a face-to-face interview. I have enclosed my CV. Feel free to contact me as soon as you get the chance.

Thanks for your time and consideration.

Yours Sincerely,

Alan Ladd