

Jannae Higgins

Jannae Higgins
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4 September 2020

Hiring Manager Name

Hiring Manager, Matcha Company
123 Address St
Anytown, ST 12345

Dear Mr. Cherry,

I'm a marketing major at Emerson University, minoring in digital advertising, and I'm reaching out to you today in response to your ad regarding the internship in your company's marketing department. My academic work and experience at my after-school jobs match up with the listed requirements for the position, such as keyword analysis and filing paperwork using ARMA recordkeeping standards.

I recently completed my junior year at Emerson where I have learned marketing best practices and participated in several clubs. I've held leadership positions in some of the clubs, such as President of the fencing club and Treasurer of the campus philanthropy club. I believe my leadership experiences in campus organizations will enhance my ability to perform well in an internship position with the Matcha Company.

Some courses I've taken and excelled in that are related to the open position include:

- Database Management
- Small Business Management and Entrepreneurship
- Managerial Accounting Principles
- Website Development

I assisted the owner of a local balloon business, Balloon Zoo, with the creation of a marketing plan to include in a business plan when seeking financing. I also maintained the business website and optimized the content so it performed well in internet searches.

I'm attaching my resume for your review and would love to meet with you for an interview. Thank you for taking the time to review my information.

All the best,

[Jannae Higgins](#)