

# Mackenzie Martin

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456 My Street, San Diego, CA 76543

**Andrea Tarentino**  
**Creative Communications, Inc.**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Ms. Tarentino:

At Prairie Landing Business College, I have maintained a 4.0 GPA for seven consecutive semesters. I've also worked as an administrative assistant in the bursar's office for two years, processing financial aid and tuition payments.

I'm passionate about the business world, so I'm completing my bachelor's degree in business administration with an emphasis in digital marketing. The skills I've gained through my degree program will help me excel as a marketing intern at Creative Communications, Inc.

Here are three of my achievements to date:

- Participated in more than 30 events for DECA's Competitive Events Program and received several recognition awards
- Won first place in the St. Louis Regional Library's annual junior business leaders competition
- Maintained perfect attendance for six out of seven semesters at Prairie Landing Business College

I look forward to possibly speaking with you more about how I can support your organization. Please let me know a date and time that work well for you to discuss the opportunity. Thank you for your time and consideration.

Sincerely,

Mackenzie Martin