

Mackenzie Martin

Business Administration Student | MJMartin@youreemail.com | (123) 456-7890 | 123
Address St., St. Louis, MO 63101

January 1, 2021

Andrea Tarentino
Recruiting Manager
Creative Communications, Inc.
(314) 987-6543
andrea.tarentino@creativecommunications.org

Dear Ms. Tarentino,

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

I'm passionate about the business world, which is why I'm completing my bachelor's degree in business administration with an emphasis in digital marketing. The skills I've mastered while pursuing my degree will help me thrive as a marketing intern at Creative Communications, Inc., and my educational mentor agrees.

Here are some of my achievements:

- Participated in more than 30 events for DECA's Competitive Events Program and received several recognition awards
- Won first place in the STL 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 chatting more about these accomplishments and how they can benefit your company. Please let me know a date and time that work well for you to discuss the opportunity further.

Sincerely Yours,

Mackenzie Martin

P.S. I'd love to share why the team at St. Louis Business Associates voted me "Most Likely to Become a Millionaire by 30" in 2020.