<Date>

<Company>

<Street Address>

<City, State, Zip>

Dear Hiring Manager:

I am pleased to submit my resume for your Marketing Intern position. As a student at the Leeds School of Business at the University of Colorado Boulder, I am excited about the possibility of working for a dynamic tech firm utilizing my creative and strong interpersonal skills in a marketing based position. Although I am a finance major, I find that my personal strengths are more in line with a position in customer service, communications and marketing. I enjoy working in a team environment and am eager to utilize my strengths, education and enthusiasm while supporting your staff. I will be graduating in December 2014.

In an innovative firm such as yours, someone who is adaptable and learns quickly is a necessity. My varied work experiences have taught me the invaluable skill of thinking on my feet, solving my own problems and the importance of organization and time management. As a sailing instructor responsible for many students at once, I learned to be very clear and concise in my communication skills and creative problem solving abilities. As an Intern in the Career Development office at Leeds, I developed my organizational, administrative and verbal and written communication skills when working with students, employers and staff. I would be comfortable representing your company both verbally and written, to employees, external clients and the media.

Marketing comes naturally to me as I am someone that is very aware of the people around me and the perceptions of others. I am willing to learn whatever is needed for this position and believe my intuitiveness, positivity and work ethic would be an asset to you team. Thank you for your time and consideration.

Sincerely,

X