**John Garrett**  
478 Tapoan Street, Newport, Maine 01186  
205-954-7979  
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March 16, 2017

**Bill Wells**  
Hiring Manager  
**Incentive Marketing**  
336 Saint David's Street, Newport, Maine 01181

Dear Mr. Wells,

I am writing to apply for the marketing assistant internship that is being offered at Incentive Marketing. I learned about this opportunity from my current marketing professor at Maine University, Dr. Yeong. I am currently majoring in marketing and plan to graduate with my bachelor's degree in 2018. Upon graduating, I hope to start a full-time position with a firm such as your own.

I am currently a full-time student, however, I just completed a marketing internship at NetDirect. In this position, I had hands on experience working with direct internet marketing campaigns. I designed email blasts that were received by both current and potential clients, as well as proofread and edited hard documents that were composed by staff in upper-level management positions.

One of my biggest achievements while interning at NetDirect was catching a critical mistake in an important document that had already passed through several employees. As the last person to see this document, I saved the company time, money, and their positive reputation. This shows my superiors my strict attention to detail, which led them to then pass all documents through me before releasing them.

Aside from my attention to detail, I have very strong time management skills. I know how to prioritize my work so nothing gets left undone at the end of my day. I also have a strong knowledge of computer editing software and experience with graphic design, which helped me in the past when creating email blasts for clients. I brought a fresh perspective to NetDirect that helped them update their materials.

I would like to intern for Incentive Marketing because your smaller company culture is where I can see myself long-term. I would be a great asset to your team as an intern, bringing my sharp computer knowledge along with my very up-to-date marketing education. I will follow up with you within the next two weeks to discuss moving forward with this opportunity.

Sincerely,

John Garrett