

Your street address  
City, State Zip Code

Date

Human Resources Department  
XYZ Marketing  
Scottsdale, AZ 85338

Dear Human Resources Representative:

I am applying for the position of Public Relations Associate with XYZ Marketing I saw on Sun Devil CareerLink at Arizona State University. Based on my public relations experience, I believe I am a strong candidate and hope to begin a career in marketing and public relations with your company.

As an intern, I gained direct experience using social media to promote products and services for companies. I have been successful in creating press releases and writing blog posts to help clients gain new customers. I also had the challenging and rewarding experience of serving as an event planner in Oregon where I learned to successfully promote events. I am confident these skills would allow me to be a contributing member of your organization.

I would appreciate an opportunity to meet with you to discuss my qualifications and to learn more about this job opportunity. I may be reached at (480) 616-9876 or [indeedajob@aol.com](mailto:indeedajob@aol.com) to set up a convenient time.

Thank you for your consideration. I look forward to meeting with you.

Sincerely,

(sign here)

Your name

