**First Name Last Name**

City, ST XXXXX | Phone | Email

Date

Company

Address

City, ST Zip

Dear Hiring Manager and Team,

I am excited to submit my application for the [Name of Internship or Full-Time] position at [Company Name]. What drew me to your organization is your longstanding reputation in the information, analytics, and solutions space. With over five decades of innovation and more than 50,000 clients across nearly every industry, [Company Name] clearly sets the standard. I was especially inspired by your initiative, *The New Intelligence*—your forward-thinking approach to data and insights aligns with my passion for using marketing to drive meaningful, strategic decisions. **(Why you want to work there)**

I am currently pursuing a Bachelor’s degree in Marketing and will graduate in May 20XX. I believe I would bring immediate value to your team with two years of hands-on social media experience, where I developed and scheduled content across LinkedIn, Instagram, and Facebook. I’m also comfortable working with tools like Google Analytics and Hootsuite, which I’ve used to assess campaign performance and inform content strategy. Many of my projects have been completed in virtual or hybrid environments, strengthening my ability to communicate effectively and stay organized in collaborative, fast-paced settings. **(Why you are a great candidate)**

Thank you for considering my application. I would be proud to contribute to your work and mission. Please feel free to reach out if you have any questions. I look forward to the opportunity to connect. **(Close with gratitude and enthusiasm)**

Sincerely,  
[Your Name]