Van B Nguyen

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Company ABC

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Dear Company ABC,

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of Marketing Intern in your company.

In responding to the specific requirements of this position I would like to highlight how my experience can demonstrate my ability to meet each of these.

Previous experience in retail: I am a member at Marketing Club in my university, we take responsibility for every single event in our school, I will be the person to make marketing plans on social media and operate it.

Exceptional communication skills: I am an articulate communicator who understands the different communication styles required when working with fellow members and customers.

Great attention to detail: My teachers have complimented me on the attention to detail I have demonstrated in my university assignments and presentations.

In November 2022 I completed my studies and also obtained a Bachelor degree in Marketing.

Above and beyond my experience and abilities I have been commended for my high level of interpersonal skills and my naturally engaging personality. My motivations include learning new things, the challenge of different projects and making high-quality outcomes.

I’ll be honest, I am extremely in love with the working environment in Company ABC. Although I have submitted several applications within the marketing field, I am most interested in working for Company ABC. Please contact me as soon as possible so that we can nail down employment details.

Yours truly,

Van B Nguyen