January 21, 20\*\*

Ms. Beverly Smith

Director of Human Resources

Aon Consulting

P.O. Box 23

Findlay, Ohio 45839

Dear Ms. Smith:

I am writing to express my interest in the Marketing Intern position you recently posted on Cardinal Careers. I am very interested in building upon my current experience in marketing by exploring additional ways that Internet technology can be used as a marketing and recruiting tool.

As you will note in my resume, I have had practical experience as a file clerk in the marketing department at Acme Ace Corporation. This position provided me with an opportunity to gain hands-on experience in analyzing data for various marketing research projects. Additionally, I was able to use some of the skills I acquired through my classes as I collaborated with my supervisor in creating two PowerPoint presentations. In my retail sales jobs I have participated in the sales process, responded to customer inquiries and problems, and helped develop sales strategies to meet the needs of customers. My academic background, combined with the “real world” experience gained in the work place, will help me contribute to the on-going success of Aon Consulting.

I am very excited about the possibility of working with a company that is experiencing unprecedented growth and has established itself as one of the emerging leaders in this competitive industry. I would welcome the opportunity to discuss the internship position with you and will call your office the week of February 4th to follow up.

Sincerely,

*Oliver Otterbein*

Oliver Otterbein