

123 Main Lane
Cape Girardeau, MO 63701
573-555-1234

June 22, 2005

Ms. Amanda Paulson
123 Holiday Boulevard
Cape Girardeau, MO 63702

Dear Ms. Paulson:

My unique mix of previous work experience and my status as a SEMO University business student in my junior year studying marketing, make me an ideal candidate for a summer internship with Holiday Inn.

My experience in sales and customer relationship management, combined with my courses in marketing, have convinced me that hospitality marketing is a career option I would like to explore.

More importantly, an internship with Holiday Inn would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

I am sure that it would be worthwhile for us to meet. I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me via phone (573-555-1234) or via email (kwillson@msn.com).

Sincerely,

Kathy Willson