Date: 24 April 2009

John Smith

Human Resource Manager for Recruitment

Sheraton Chain of Hotels
1600 Pennsylvania Ave NW

Washington DC 20502

(914) 555-2909

Dear Mr. Smith:

SUBJECT: APPLICATION FOR MARKETING STAFF INTERN

I am currently on my junior year studying Business Marketing in the Lilliputian University of in Iowa. I hope to be a candidate for the summer internship for Sheraton Chain of Hotels’ finance department.

I have a rich experience with sales and customer relations from my previous job as a store supervisor. I also have good people management skills since I have been in the school leadership since primary years. I would like to explore the marketing facet of the hotel and restaurant business. This is the main reason why I am targeting to finish my internship under your management. I believe that it is going to be a rich dwelling for my future career in marketing.

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

I will call you within this week to follow-up and possibly discuss my qualifications. I am sure that it is going to be worth our whiles. If you need further information and documents, you may contact me at (692) 810 3810 or email me at jackthomas@hotmail.com.

Sincerely,

(Signature)

Jack Thomas

Enclosure Resume.