**Katie Evans**

Northglenn, CO 80221

555-555-5555 - example@example.com

……………………………………………………………………………………………………………

Dec. 20, 2022

Richard Carvajal, Recruitment Manager

Wellby

2526 Taylor St.

New York, NY 10001

555-555-5555

example@example.com

Dear Mr. Carvajal,

As a Colorado State University student coursing my last semester in the business field, I was thrilled to find your internship opening on Indeed. I believe my knowledge in sales operations, marketing and business operations qualify me as an ideal candidate.

During my part-time as a sales operator, I assisted sales team with deal and contract generation, facilitating successful deal closure, experience I know is relevant for this position. I played a significant role in testing enhancements and cleaning up data that increased quick turnaround of data requests by 25%.

My passion for marketing and clean tech motivates me to go above and beyond the needs of your organization. This internship will help me take off into a successful business career. I look forward to growing further alongside your elite team while providing highly productive and efficient multitasking skills for deadline-oriented tasks.

I will call you in the next few days to confirm receipt of my resume and arrange an interview time at your earliest convenience. I will be available for a phone or in-person interview to answer any questions about my qualifications. Thank you for your consideration.

Sincerely,

Katie Evan