Maya Chen

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Hiring Manager
Example Marketing Group
Halifax, NS

Re: Marketing Internship

Dear Hiring Manager,

I am applying for the Marketing Internship at Example Marketing Group. I am completing a Bachelor of Commerce at Example University and have spent the past year applying my coursework to practical projects.

In my Digital Marketing course, I planned a four-week social media campaign for a local business and tracked weekly engagement in Excel. As a volunteer coordinator for a student society, I wrote event announcements and managed sign-ups for more than 80 attendees. Part-time work as a retail associate has also strengthened my customer communication and time management.

Your posting highlights content writing, reporting and teamwork. I would bring organized, reliable support to your marketing team and a strong interest in learning from experienced colleagues.

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute.

Sincerely,

Maya Chen