

# JANE HUGHES

jstudent@smu.edu

linkedin.com/in/

214-768-0000

Address, City, State Zip

---

May 8, 2015

Mr. Richard Branson  
President  
Virgin Companies  
1 Virgin Way  
London, England

Dear Mr. Branson:

Please accept my enthusiastic application to the Market Development Internship with Virgin Companies. Having chatted with you last month about Virgin, I was excited to look into the opportunities available. Our conversation touched on the future trends for airlines and the leisure sector, as well as Virgin's open corporate culture. Because of my passion for these market segments, and my competitive drive for excellence, I believe I would fit in well at Virgin. Furthermore, I am confident that my analytical detail driven mindset will add value in this position.