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April 15, 2018

Marketing Department -- Internship Program

Company A

35 Recruiting St.

Boston, MA, 29174

Dear Internship Coordinator,

I am a passionate, creative, and driven Elon University student with leadership and event planning experience, as well as strong communication skills. I am seeking opportunities to showcase my writing abilities in a challenging and stimulating environment. My skills and experiences will enable me to deliver successful results as a digital marketing intern for Company B.

Please allow me to highlight my key skills:

* Prior experience writing blog posts and press releases for marketing objectives
* Strong communication skills and ability to adopt voice for diverse audiences and varying purposes
* Efficient in managing multiple projects with fast moving deadlines through organization and time-management skills
* A firm understanding of grammar rules and how to write effectively
* Experience in leadership positions, both as Student Union Board executive leader and as an Elon Orientation Leader
* Proven ability to form positive relationships with people from around the globe, exhibited by my internship experience in China last summer
* Experience organizing, promoting, and implementing social events
* Proficient in Microsoft Office, Adobe Creative Suite (InDesign, Photoshop, and Premiere), and social media platforms

In closing, I look forward to the opportunity to discuss how I can be an asset to Company B. I will call next week to see if you agree that my qualifications are a match for the position. Thank you for your time and consideration.

Sincerely,

(Handwritten signature)

Caroline Forsey