

FirstName (Preferred Name) LastName
City, State | (555) 555-5555 | email@bu.edu

Mx. Jane Doe
Recruiting Specialist
Cambridge Productions
20 ABC Street
Cambridge, MA 02139

October 10, 20XX

Dear Mx. Doe,

After reading the article in Boston Business Magazine about your successful public relations campaign for the Tall Ships, I immediately went to your website to read more about Cambridge Productions. You listed an opening for an Internship in your Public Relations Division. I am a junior majoring in Public Relations at Boston University, and I am attaching my resume to apply for this position. The relevant skills I have for this internship include the following:

- **Written Communication:** Wrote several scripts including public service announcements for on-air commercials, edited and assembled information packets describing services for potential clients, took advanced creative and technical writing courses.
- **Presentations:** Wrote presentation for Boston Media Challenge and presented it to an audience of 100+ media professionals.
- **Leadership Abilities:** As president of BU Student Volunteer Leaders, I chair meetings and utilize the specific skills of each group member.
- **Teamwork:** At district and national Student Volunteer Leaders conventions, I attend group meetings with other presidents and work together without ego to develop programming.
- **Innovation:** For my internship at Ventures Company, I developed events that people would want to attend and then developed a creative way to attract attention to raise attendance using social networking sites including Facebook.

I believe I could make an immediate contribution to your Public Relations Division. I will contact you by the end of February to hopefully learn that I have been selected for an interview. I may also be reached at (555) 555-5555 or email@bu.edu. Thank you for your consideration.

Sincerely,

PreferredName Last Name