

EXAMPLE: LETTER FOR A SPECIFIC JOB OPENING

Evan Elon
8888 Campus Box
Elon, NC 27244
April 17, 2014

Ms. Rita Recruiter
Head Marketing Coordinator
ABC Non-Profit Foundation
2424 Company Drive
Raleigh, NC

Dear Ms. Recruiter:

I am thrilled to hear about the opportunity with ABC Non-Profit Foundation as a Marketing Manager within the Communications and Marketing department. I feel that my experiences and skills fit the position well and that my personality and experience would be a good match for the outside-the-box thinking and dedication to making a difference for which your organization is known.

I gained valuable professional experience as a freelance writing intern for Alamance Magazine. In this capacity, I learned strong communication skills using a variety of mediums, as well as the importance of research and how to work independently and under a strict deadline. I applied that knowledge to a second internship, as a creative coordinator for the Live Oaks Communication Agency. I expanded my communication skills to include graphic design and social media management, and collaborated with various for-profit and non-profit clients to develop strategic marketing plans that aligned with the clients' visions and needs.

Through coursework as well as my two internship experiences, I have gained the discipline and organization to be highly successful in the areas of both marketing and communications. The mission of your organization truly speaks to me, and I would love the opportunity to talk more about how I could make a significant positive impact for your organization.

If you would like to see examples of my work or have further questions, please do not hesitate to contact me at evanl@elon.edu or (336) 555-5555. I hope to have the opportunity to add value to your organization through my innovative approach and dedicated work ethic. Thank you for taking the time to consider my application, and I look forward to speaking with you soon.

Sincerely,

Evan Elon

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