

# DONNA MASTODON

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June XX, 20XX

Name of the Company

Company Address

City, State Zipcode

Dear Mr. Smith:

I am interested in applying for the communications specialist position that was advertised on Indeed. This position aligns with my current skills and career goals. I am attaching my resume for review.

I am a recent graduate of Purdue University Fort Wayne, with a bachelor's degree in communication, with a media and culture specialization. Through the communication program I have been given many opportunities to take our readings and apply them to various projects. Many of these projects have been in a group setting which have helped me to develop my ability to be an effective team player.

I have always been interested in the healthcare field, and my communication program has allowed me to envision how I can combine this passion with my love for writing and informing others.

I have completed two internships related to public relations and social media, one in healthcare and the other in manufacturing. These internships helped me to hone my communication skills while gaining hands on experience using various PR software programs such as Cision. I was the only intern on a team of four professionals responsible for developing and writing the social media content for our organization.

I think my skills and abilities are well matched for this position and I welcome an opportunity to meet with you to further discuss. I can be reached at imastudent@gmail.com or 260-555-1234.

Sincerely,

Donna Mastodon