



**BETHEL**  
UNIVERSITY

Career Development  
and Calling

Sample – Cover Letter 3

September 10, 2014

Your First/Last Name  
3900 Bethel Drive  
St. Paul, MN 55112

Employer Name  
Title  
Company Name  
Street Address  
City, State, Zip

Dear (*Employer Name*):

In response to the March 15<sup>th</sup> online posting for the (*Position Title*), I would like to apply for this position at (*Organization Name*). Considering my background in marketing, writing, and sales, I believe I can significantly contribute to your mission of supporting the development of citizens in their community.

During my education at Bethel University, where I will complete my B.A. in Business Marketing and a minor in communication studies in May 2012, I gained a solid foundation of social media marketing and strong writing skills. For two years I have enjoyed working as a staff writer for the campus newspaper, The Clarion. In addition to my four bi-weekly columns, I have been recognized for my leadership in assisting with the layout and design of the paper, including my intermediate graphic design skills.

In my current marketing internship position, I am responsible for creating monthly press releases which demonstrates my strong writing skills and ability to communicate both internally and externally through email marketing. In addition, my ability to increase the total number of volunteers by 15% shows that I am a self-starter and am able to communicate effectively. My previous sales internship demonstrates my strong ability to work efficiently and resourceful as I was able to increase revenue by 10% while decreasing expenses by 5%. Through this, I was also noted for my contributions as a strong team player.

Because of your commitment to developing self-sufficiency in every person, I would welcome the opportunity to promote your mission to donors and partners in the community. Thank you for your consideration. I would appreciate the opportunity to interview for this position. Please contact me by phone at (651) 638-0000 or by email at student@bethel.edu. I look forward to hearing from you.

Sincerely,

Sign/Type your name here

*Enclosure*

OR

*Attachment* (if emailed)