

YOUR NAME

St. Paul, MN | Phone Number | LinkedIn URL | email@bethel.edu

Date

Employer Name

Title

Company

Company Address

Dear (Employer Name or "Hiring Committee" if name not known):

In response to the online posting for the (Position Title). I am eager to apply for this position at (Organization Name). Considering my experience 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 completed my Bachelor of Arts in Business with an emphasis in Marketing and a minor in Communication Studies in May of 2024, I gained a solid foundation in 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, I am responsible for creating monthly press releases, demonstrating my strong writing skills and ability to communicate internally and externally through email marketing. In addition, my ability to increase the total number of website hits by 15% shows that I am a self-starter and able to communicate effectively. My previous sales internship demonstrated my strong ability to work efficiently and resourcefully, as I increased revenue by 10% while decreasing expenses by 5%. Through this I was also noted for my contribution 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. Attached is my resume, which further demonstrates my commitment to your mission. I would enjoy further discussing my fit for (Company Name). If you have any questions, I can be reached at (Phone Number). Thank you for your time and consideration.

Sincerely,

Your Name