

## Sample Cover Letter (formal)

Mary Jones  
600 W. Walnut Street  
Danville, KY 40422

September 28, 2015

Mr. Ican Hireyou  
Director of Public Relations  
Super Public Relations Firm  
101 New Career Boulevard  
Candy Hill, NC 28787

Dear Mr. Hireyou:

I am applying for the position of Public Relations Assistant at Super Public Relations Firm, which I found posted on Centre College's CentreWorks site. I will complete my Bachelor of Arts degree in English from Centre College in May 2015. I am looking for public relations positions in which I can use my academic background in addition to what I have learned in my internship and leadership experiences, where I developed skills in written communications, creativity and the ability to collaborate as a team.

During my internship at the Danville/Boyle County Chamber of Commerce, I had the opportunity to write informative articles as well as to prepare newsletters and numerous flyers. I was given full responsibility to create a public relations campaign for new businesses, which included creating a web page as well as inviting new members to a welcome luncheon. While planning and executing the luncheon, I worked with professionals throughout the city to host a new program which boasted an 80% participation rate by new businesses. As the Public Relations officer for my sorority, I increased the participation across campus in our annual fundraiser for St. Jude's by implementing a public relations plan, resulting in augmented awareness of what the organization does as well as a 50% increase in donations to support their work.

I would very much like to speak with you regarding your position and my qualifications. I will call you the week of October 5<sup>th</sup> to discuss this opportunity. In the meantime, my resume is enclosed. Please feel free to call or e-mail me if you have any questions.

Thank you for your consideration. I look forward to speaking with you.

Sincerely,

Mary Jones  
Enc.