

## Sample Cover Letter (informal/email)

Dear Mr. Hireyou:

Attached is my resume for the position of Public Relations Assistant at Super Public Relations Firm, which I found posted on Centre College's CentreWorks site.

I am excited about the possibility of pursuing a public relations position 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 was given full responsibility to create a public relations campaign for new businesses. I created a web page, and planned and executed a luncheon that 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.

Thank you for your consideration.

Mary Jones