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May 9, 2013

Sarah Hartford
Director of Human Resources
Media Communications Inc.
75 High Ridge Road
Toronto, Ontario L7X 3Q4

Dear Ms. Hartford,

Please consider my application as a Public Relations Intern at Media Communications Inc. as advertised on the Guelph-Humber career portal. I am confident that I would be a great asset to your company as I am a goal-oriented and hardworking individual with a strong interest in gaining experience in the public and media relations fields.

As a dedicated Undergraduate student at the University of Guelph-Humber studying Media Communications and specializing in Public Relations, my program has provided me with the opportunity to explore valuable hands-on and theoretical learning. I have completed relevant courses such as writing for public relations, media relations and marketing which enabled me to enhance my writing, communication and researching skills.

As my enclosed resume indicates, I have excellent customer service and interpersonal skills due to my previous Intern position at Greyrock Communications Inc. This position allowed me to demonstrate my ability to quickly establish rapport with a diverse range of clients. I am also proficient with Adobe Photoshop, which allowed me to demonstrate my creativity skills during this position through the implementation of brochures, advertisements and promotional materials.

I look forward to discussing possibilities to grow within your company and am very excited about the opportunity to capitalize on my communications background and assist your company in the Public Relations department.

Thank you for your time, and please feel free to contact me to further discuss my qualifications and opportunity for an interview.

Sincerely,

Annie Anderson [Digital Signature]

Annie Anderson

Adapted from Source:

Enelow, Wendy S., and Louise Kursmark. "Winning Coverletters for Young Professionals/ New Graduates." *Cover Letter Magic: Trade Secrets of Professional Resume Writers*. 3rd ed. Indianapolis, IN: JIST Works, 2004. 190-92. Print.