

Jaimee Geoffrey-White

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ABC Company
123 Central Street
Boston, MA 02111

Dear Sarah,

I am thrilled to be writing you regarding the Account Coordinator position in your Boston office. I learned of this job position through your company's website. After reviewing what the job entails, it's evident that you're looking for a proactive, organized, and team-oriented individual who has strong communication and writing skills. Given the job description, I believe I am the perfect candidate for this job position.

I am a graduating senior communication major with a double-concentration in public relations and corporate communication. Additionally, I minored in applied computing. As a result, I am proficient in HTML coding, digital video editing, Adobe Photoshop, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Access. The rigorous minor has provided me with necessary computer skills, which is advantageous in any professional setting.

During my college career, I've managed to acquire and complete five public relations-related internships. This past summer, I had the opportunity to intern with French / West / Vaughan as a Public Relations Intern. In this position, I learned valuable professional skills such as developing press releases and press kits, assisting with event planning, curating media lists through Cision, pitching media outlets via email and telephone, and independently operating social media channels for several clients. Currently, I am interning with MSLGROUP in Boston. My role at MSLGROUP is to compile a wide range of written materials, participate in team brainstorming, coordinate meetings and events, and monitor media outlets for clients. Throughout my academic and professional endeavors, I've received praise for being dependable and having a roll-up-your-sleeves approach by many professors and colleagues. With any project I encounter, I always put forth timeliness, leadership, and organization, which I hope to leverage into the Account Coordinator position with ABC Company.

After reviewing my resume, I hope you will agree that I am the proactive and team-oriented individual that you are seeking. I look forward to discussing how my variety of skills and abilities will benefit your company.

Thank you for your time and consideration.

Respectfully yours,

Jaimee Geoffrey-White