

Corporate Intern Cover Letter

85885 Aja ShoreErnserside, UT 06313-4733

Dear Dylan Heidenreich,

In response to your job posting for corporate intern, I am including this letter and my resume for your review.

In the previous role, I was responsible for daily coverage for ticket office phones and windows, while demonstrating exemplary customer service skills to ensure a first-class fan experience.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Strong research and writing skills working knowledge of digital media practices
- Computer proficient and familiar with Microsoft Office Suite and Adobe Suite
- Knowledge of Microsoft office and Google Applications
- Takes interest in Project Management, Program Management and Organizational Change Management
- Strong knowledge of Microsoft office products (Outlook, Word, Excel and PowerPoint)
- Strong analytical skills, fluent with Microsoft Word, Excel, PowerPoint, Outlook
- Self-starter who takes initiative, highly reliable
- Professional when dealing with customers and executive management

I really appreciate you taking the time to review my application for the position of corporate intern.

Sincerely,

Sawyer Cormier