

Corporate Intern Cover Letter

7218 Helen Extensions East Brunilda, LA 56333-3127

Dear Dallas Prosacco,

I submit this application to express my sincere interest in the corporate intern position.

In the previous role, I was responsible for communication and outreach support for sustainability events and activities led by student workers and office staff.

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:

- Have proficiency with Microsoft Office applications
- Excellent verbal, written and presentation skills with excellent time management
- Good at MS Office (especially, Excel, PowerPoint)
- College student studying Marketing, Public Relations or Communications preferred
- Has attained at least sophomore standing at an accredited college or university with a cumulative 3.0 GPA
- An interest and comfort level with multiple social media platforms including Facebook, Twitter, Instagram and Pinterest
- Detail-oriented, reliable team player
- Motivated, high-performing personality with a passion for taking on new challenges and a drive to succeed

Thank you for your time and consideration.

Sincerely,

Peyton Hessel