

Intern Marketing Cover Letter

6558 Barton Street Wymanmouth, ME 80637

Dear Frankie Osinski,

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

In the previous role, I was responsible for administrative support for the Sanford office including the ordering of office supplies, reception, shipping, and travel arrangements as needed.

Please consider my qualifications and experience:

- Fair written & verbal communication skill in English
- Energetic, proactive and able to work at a fast pace
- Proficiency in Microsoft Office (Excel, PPT, Word)
- Marketing, Business Administration or relevant field of study (or currently in pursuit of)
- Proficiency with Adobe InDesign in addition to the rest of the Adobe Creative Suite (mainly Illustrator, Photoshop), and Microsoft Office Suite (PowerPoint, Word and Excel)
- May involve periods of standing, such as operating at a printer/Duplo Machine/copier/fax/scanner
- Majoring in Business Administration with focus in Marketing, preferably an International Business or Marketing major
- Takes great pride and ownership in work

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

Sincerely,

Sam Schmidt