

Intern Marketing Cover Letter

67510 Thomasina ForkEast Sharice, OH 50988-7612

Dear Phoenix Raynor,

I would like to submit my application for the intern marketing opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for general administrative/clerical support to include answering telephone(s), scheduling meetings, filing, inventory/requisition of office supplies, etc.

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:

- Participate in internal and external client meetings and take meeting minutes
- Strong project management background with attention to detail
- Familiarity with using Adobe Creative Suite specifically InDesign, Photoshop, and Dreamweaver
- Rising senior-level college student, recent graduate or graduate student
- Marketing and/or Communications coursework
- Some knowledge of marketing concepts/processes related to area of assignment
- Good understanding of marketing communication concepts and functions and software tools (Excel, Word, PowerPoint, HTML, and/or Paintshop Pro)
- Development of Marketing blasts for nationwide distribution

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Rory Will