

# Intern, Office Cover Letter

50771 VonRueden MountLake Cleotilde, SC 62798

**Dear Sam Hahn,**

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

In my previous role, I was responsible for support for the company's internal and external communication needs inclusive but not limited to employee communications, social media, newsletters, public relations, website content and video.

My experience is an excellent fit for the list of requirements in this job:

- Build and maintain trusted relationships with stakeholders globally
- Support the project team as needed
- Currently enrolled in a University/College
- Experience in administrative roles
- Awareness of project and program management tools, methods, and processes
- Supports teamwork, works cooperatively and effectively with others to resolve problems and can make decisions that enhance organisational effectiveness and efficiency
- Self-motivated and proactive in the working environment
- Fluent English speaker, ideally with other European languages

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

Sincerely,

Oakley Baumbach