

Intern, Office Cover Letter

704 Fermin Motorway
North Freemanbury, TN 84484-3855

Dear Baylor Wolff,

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

In the previous role, I was responsible for support for a variety of social media efforts and public relations activities, and maintain tracking reports of those activities.

Please consider my qualifications and experience:

- Able to manage time and complete projects within reasonable time frames
- Punctual and able to maintain a consistent schedule
- Strong interpersonal skills with a positive, 'can do' attitude
- Basic or intermediate programming skills (e.g., Java, Python)
- Fluent IT skills
- Good analytical skills / process thinker
- Previous office experience is preferred
- A tech savvy approach and willingness to learn

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

Sincerely,

Emery Littel