

# Intern, Office Cover Letter

816 Bosco Row  
Creminbury, CT 69347

**Dear Emerson Bode,**

Please consider me for the intern, office opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for design and direction for collateral, web, product packaging, and other visual communications media for the company.

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

- Proficiency in German language strongly preferred
- Experience preparing effective presentations using Microsoft PowerPoint
- Experience with Project Portfolio Management (PPM) tools
- Hands on experience managing projects and/or PMP Certification
- Studying Business Administration, Finance, or Marketing
- Currently a Junior or Senior studying Supply Chain, Business Management, Sales/Marketing, Finance, Advertising or Business Administration
- Legally eligible to work in the U.S. without Sponsorship
- We are looking for driven and creative individual with excellent communication skills

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

Sincerely,

Shiloh Sipes