

2000 Pennington Road
Ewing, NJ 08618
March 3, 2020

Mrs. Lisa Williams
Human Resources Manager
Taft Communications
2000 Lenox Dr #200, Lawrence Township,
New Jersey 08648

*Excellent
FIRST #1*

Dear Lisa Williams:

My peers describe me as a compassionate, polite individual who is motivated in her work and expresses empathy, honesty, and loyalty in both professional and personal settings. I believe my personal attributes thoroughly align with the goals of this public relations consultancy that specializes in practice areas I find deeply valuable: purpose and social impact.

As a Junior majoring in Public and Mass Communications at The College of New Jersey, I have gained hands-on experience in the field of public relations in many ways. Most recently, I interned with Townsquare Media South Jersey as a Marketing and Promotions Intern. This internship has provided me with knowledge about how to reach a target audience, how to interact with clientele, and above all how to be successful in a professional setting.

My passion for this field has enhanced my skills as an aspiring PR professional as well. In addition to gaining internship experience, I held the position of being a social media manager for my sorority since spring of 2018. Last semester, I started writing articles for TCNJ's chapter of Her Campus, an online magazine for college women, allowing me to grow as a writer while writing on topics I enjoy. My previous internship experience, extracurricular involvement, and passion for this field makes me a great candidate for this position.

It is a long-term goal of mine to have a career at a Public Relations firm, so I am very excited for an opportunity to learn more about this company. I will follow up next week with a phone call to arrange a time to meet. Thank you and I look forward to speaking with you.

Sincerely,
Olivia DeGirolamo

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