

Sally Sample

231 SE 22nd Street, Newark, NJ 07017
(888) 888-8888, carol@email.com

May 11, 2016

Mr. William Smith
Manager Human Resources
ABC Company
637 SE 12th Avenue
Newark, NJ 07017

Dear Mr. Smith:

As a globally minded communications graduate, I would like to apply for the Social Media Internship currently available at ABC Company, which was posted on Indeed.com. Owing to the fact that ABC Company is an internationally recognized corporation, I am positive that its need for effective social media presence is great and I can be of assistance in this area.

My following strengths make me a strong candidate for this position:

- Demonstrated ability to engage with large and active global community on Facebook, Instagram, LinkedIn, Twitter, Pinterest and YouTube
- Well-versed in building creative strategies through brainstorming
- Particularly effective in creating unique and compelling content
- Special talent for suggesting unique ways to engage with community
- Focused on adapting the latest online and social media trends

In light of the above mentioned attributes, I offer my resume (enclosed) for the position of a Social Media Intern at ABC Company; a role that I am well prepared for. If you have any questions, or wish to further discuss my qualifications, please contact me at (888) 888-8888 or carol@email.com.

Thank you very much for your consideration.

Sincerely,

Sally Sample

Sally Sample

Enc. Resume