

Rawls C. Student
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Lubbock, TX 79999
(806) 555-1234
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Ms. Mary M. Employer
Manager of Human Resources
XYZ Company
1111 Employer Way, Suite 400
Arlington, TX 78222

Date

Dear Ms. Employer:

After talking with the staff of the Rawls College of Business Career Management Center at Texas Tech University, I would like to be considered for the position of Assistant Director, Marketing & Sales for the XYZ Company. I am very interested in learning more about this position through the interview process. Please accept this letter and the attached resume as my intent to be considered for this position.

In December, I will be eligible to graduate with a degree in Marketing and a minor in Public Relations from the Rawls College of Business at Texas Tech University. My background in these areas would allow me to contribute significantly to the marketing department of XYZ Company.

While an undergraduate at Texas Tech University, I have had the opportunity to gain valuable experience in marketing and public relations. Having coordinated and planned the Chi Omega Red Hot Chili Cook-off that benefited the Make-A-Wish Foundation of North Texas, I learned how to motivate others in reaching a common goal. Under my leadership, we contributed \$5,000 for local families; exceeding the previous year's commitment by 80%. In addition, I worked as an intern for the North Texas Rehabilitation Center marketing department coordinating volunteers for the Texas Ranch Roundup, helping plan a trade show, writing copy for various items as well as many other tasks.

Community outreach is an exciting field not only for the good that it does for the people of the community, but also for the personal satisfaction it gives to all those who are involved. My career goal is to eventually work in development/fundraising and community relations, and this internship would be beneficial in helping me achieve this goal.

Thank you for your time and consideration. I look forward to hearing from you to discuss this wonderful opportunity. If you have any questions, please feel free to contact me at (806) 555-1234.

Sincerely,

Rawls C. Student