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Mr. Dario Savarese
Full Circle Marketing
4 S. Washington Street
Winchester VA, 22601

Dear Mr. Savarese,

I am writing in reference to the summer internship position that I discovered through the Shenandoah University Spring Career Fair. In May, I will be graduating from Shenandoah University with a Bachelor of Arts in Mass Communications and a minor in English. My ultimate career goal is to make a difference in a non-profit organization. I would like to submit my credentials for your review.

Through my experience as an intern with the Weinberg Center of the Arts and the Frederick Symphony Orchestra both in Frederick, Maryland, I learned how to write press releases, contact sponsors, and research upcoming guest artists. In addition, I attended staff meetings and board meetings to develop a deeper understanding and connection to the organization. I recognized that I was an ambassador for the organization and therefore representing them at all times.

As a member of the Winchester community for the past four years, I have been able to explore the area and gain professional development. For example, I volunteered to assist with the Shenandoah University Business Symposium. Business leaders from the community shared their experience with students in order to inspire them for their future careers. I look forward to the opportunity to pass this experience on to other community members by participating in area events.

It would be an honor and privilege to join the Full Circle Marketing team. I can be reached at (888)888-8888 or emailaddress@su.edu. Thank you for your time and consideration.

Sincerely,

Jessica Lee Rota