

THOMAS SOMEONE

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City Name, VA 22601

(999) 999-9999
emailaddress@su.edu

November 12, 2015

Ms. Lynn Kesner
Marketing Manager
Grove's Winchester Harley-Davidson
140 Independence Drive
Winchester, VA 22602

Dear Ms. Kesner,

I would like to express my interest in the Marketing Intern position currently being advertised by the School of Business at Shenandoah University. With several years of experience as an operations and logistics professional, I have developed strong organizational, planning, computer, verbal and written communication skills. I am also currently an MBA graduate student at Shenandoah University.

As a Graduate Assistant in the School of Business at Shenandoah University, I am continuing to develop my time and task management skills while working on research projects requiring data management, planning time to advise undergraduate students, and writing press releases to advertise and promote events. These skills will allow me to serve you and Harley-Davidson's marketing efforts. I also spent time in retail at Bed Bath and Beyond as a sales associate/ front-end cashier. This new environment showcased my interest and ability to learn quickly and provide quality customer service.

During my time with the Kansas City Chiefs, I spent a significant portion of my time fostering strong long-term business relationships within the community and around the country. My team-first attitude and flexible nature in demanding environments leave me confident that I will be able handle the customer data collection, mail merge management, marketing, advertising and promotions, and customer service responsibilities of this position. I am motivated to bring my result-oriented approach to Harley-Davidson and believe that as a result of my work experience and education, I will be able to deliver all customers consistent, quality service as the Marketing Intern.

I look forward to the opportunity of discussing this position in further detail with you. If I can provide you with any further information on my background and qualifications, please let me know. I can be reached by email at emailaddress@su.edu or by phone at (999) 999-9999. Thank you for your time and consideration.

Sincerely,

Thomas Someone