

126 Beaver Hall
University Park, PA 16802

October 30, 2019

CommAgency 101 Innovation Blvd, 213L, State College, Pennsylvania 16803, US

Dear CommAgency Hiring Professional:

I am writing to express my interest in the Social Strategy & Promotion department position at CommAgency. While listening to the CommAgency presentation given by Professor Hallman in my first-year seminar, I was immediately drawn to the opportunity of working with such an innovative and contemporary enterprise. CommAgency is an impressive team of creators that work hard to meet the needs of clients through its creativity and forward thinking. It would be an honor to join such an adept team.

My ability to collaborate with others to reach an end goal will be key in this position. Through my experience as a Staff Writer at Onward State, I have learned to produce quality content under a tight deadline, as well as to find quick solutions to problems that arise. While interning with a local online newspaper, TAPinto Chatham, I gained strong interpersonal and time management skills that will be essential to this position.

It is my goal to continue to expand and develop these skills as I gain more experience, and working for CommAgency will provide me with a great opportunity to do so. My skills and prior experience are further detailed in my attached resume. Feel free to contact me with any questions by phone or via email: 9739084049, gec5176@psu.edu.

Thank you for your time, and I look forward to hearing from you soon!

Regards,

Grace Cunningham