
Zoe Martin

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To Whom It May Concern,

I would like to further my learning and be considered for the public relations internship offered. I believe that I have the skills necessary to fulfill most tasks of the position and the willingness to learn new skills when applicable.

Currently, I am a junior in the advertising/public relations program with a concentration in digital media analytics at Penn State. My goal upon graduation is to obtain a position working on political campaigns.

After reviewing the position, I believe I could fulfill it due to my previous internship and coursework.

My experience this spring at my internship has given me practice in a wide range of communications activities. This includes graphic design, writing in AP style and even event planning.

In addition, my experience this summer at my news internship gave me practice writing in AP style. I wrote numerous stories for their website quickly while maintaining proper styling.

My coursework at Penn State has also provided me with necessary skills for this position. I have skills in Photoshop, Indesign and Spark. In addition, I have practice running social media from my time at the Penn State News Network.

I am willing to be flexible with my schedule and have experience working in groups. Attached is my resume. I look forward to discussing this opportunity with you further.

Sincerely,

Zoe Martin