

# Isabella Miller

Communications

Major

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## Isabella Miller

0209 Snyder Hall  
University Park, PA 16802

973.567.1330

ivm5160@psu.edu

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October 2019

## CommAgency

The Pennsylvania State University  
University Park, PA 16802

Dear Hiring Manager,

I'm writing to express my strong interest in taking part of CommAgency's Social Strategy and Promotion team for Spring 2020. I am a freshman in the Donald P. Bellisario College of Communications hoping to gain the hands-on and real world experience that your agency provides. I am an intended Advertising/PR major and hope to start building and growing brands early. Your highly impressive agency seems like the perfect place to learn, grow, and work hard. I would be honored to work and communicate with fellow students sharing the same interest as me.

I am a detail-oriented and introspective individual that is always willing to take on new tasks. Throughout my high school career, I maintained a job in customer service for four years at Dai-Kichi Japanese Restaurant where I learned valuable skills such as conflict resolution, customer communications, and customer needs assessment. Having been involved as the Head Editor of my high school newspaper and the Head of PR for a non-profit club I gained insight and a genuine passion into the field of communications and media. As Head of PR for the non-profit club Sisters on the Runway, I managed to promote our fundraising events enough to raise \$1,000 for our cause. In both my professional and academic life I have been described as a hard-working, ambitious individual that possess analytical, interpersonal, and planning skills that I hope to bring to your company. I am highly enthusiastic about being involved in the communications world at Penn State and I am ecstatic about the opportunity you are offering.

After reviewing my resume and reference letter, I hope you see my dedication to my career path and see me as a suitable candidate for the position in your social division. I want to sincerely thank you for your consideration. If you have any questions, feel free to reach me at my email address or phone number.

Best Regards,

**Isabella Miller**