

Sally Student
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November 28, 20xx
Mr. Bob Recruiter
ABD Company
456 Street Rd.
Rochester, NY 14623

Dear Mr. Recruiter:

I am a senior in Journalism at Rochester Institute of Technology. This letter is to express my interest in the Project Manager position at ABC Company. I found interest in your company and the job description because of its emphasis on leadership, innovation and building relationships. It is within these expectations that I excel.

Most recently, I completed a Communications Project Management co-op with Interesting Company, where I developed and managed the communications plan for a global transformation initiative. Prior to that, I worked in a variety of roles gaining experience in relationship building, including the startup of a small technology company at Rochester Institute of Technology and developing a customer relationship management plan in Santo Domingo. In these situations, the problems (or opportunities) differed widely. However, they all had in common a requirement of the ability to size up the situation, assess the reasonable alternatives and execute a plan of action. My track record shows that I am able to do this.

Additionally, I was the marketing manager of the Student Government Association with full responsibility for all operations and marketing activities. I was tasked with developing our marketing and communication strategy for the semester in addition to any smaller campaigns for specific events, like Homecoming and increased our engagement by 15%.

Enclosed is my resume to showcase other experiences that I feel have prepared me for this role of Project Manager. I would welcome the opportunity to meet you and to further discuss your requirements. Please feel free to contact me through phone (585) 123-4567 or email sally.student@rit.edu.

Thank you for your interest.

Sincerely,
Sally Student
sally.student@rit.edu