

First & Last Name

Chestnut Hill, MA | email@bc.edu | (340) 238-1928 | linkedin.com/name

January 13, 2021

Mr. First & Last Name
BIGfish Communications, Inc.
283 Newbury Street
Boston, MA 02115

Dear Mr. Last Name,

I am writing to apply for the Public Relations Internship at BIGfish Communications, Inc. Currently, I am a junior at Boston College double majoring in Communication and Sociology. I am drawn to BIGfish Communications' drive to elevate their clients to new heights, whether they be a startup or a Fortune 100 corporation, and I believe this committed environment is the ideal place to apply my marketing, communication, and problem-solving skills.

As Marketing Chair for the Office of International Students and Scholars, I gained valuable experience in creating promotional content tailored to a particular audience on campus. For our largest annual event, International Student Prom, I designed flyers, shot a video series, and executed social media campaigns across multiple platforms to attract our best attendance yet. I am also the Creative Manager for Boston College's Fashion Club newsletter. I create content and photoshoot subjects based on current trends, and student interest led us to distribute 300+ copies of our latest edition. My ability to read a targeted audience and translate their interests into appealing messaging will directly translate to my responsibilities at BIGfish Communications.

Serving as a Resident Assistant in the Boston College upperclass area has refined my interpersonal communication, problem-solving, and teamwork skills. I work on a staff of 15, collaborating to ensure student safety, host programs, and forge connections in our residential community of 750+ students. Personally, I oversee 48 residents: answering questions, facilitating tough conversations, supporting students in times of need, and holding events based on my residents' requests and interests. Building connections among residents and staff requires continuous and strategic communication, and my ability to correspond efficiently and effectively between various groups will serve me well as a Public Relations Intern.

Thank you for your time and consideration of my application. I am confident that the skills I have gained through my experiences make me a qualified and capable candidate for this internship. Should you wish to speak further, please do not hesitate to reach out to me.

Sincerely,

First & Last Name

First & Last Name

Los Angeles, CA | email@bc.edu | (230) 128-1028 | linkedin.com/name

March 7, 2019

Ms. First & Last Name, Employee Recruitment Manager
Havas Media Group
10 Summer Street
Boston, MA 02110

Dear Ms. Last Name,

It is with great excitement that I am applying to the Communications Coordinator position at Havas Media Group. I am a senior at Boston College studying Communication with a minor in American Studies, concentrating in Journalism, and am drawn to Havas Media Group's commitment to invest in media that matters. As an enthusiastic team player with strong interpersonal and written communication skills, I believe I would be a great fit for the role.

Throughout my time at Boston College, I have immersed myself in a variety of activities that have strengthened my communication skills. In particular, my role as a writer and editor for *The Gavel*, an online student publication on campus, requires me to continually hone my oral and written communication skills while collaborating with peers. While I write and edit articles individually, I work closely with the rest of the editorial team to build a cohesive vision, promote our publication, and increase campus engagement. My experience working both independently and on a team to further an organization's reach has prepared me to successfully accomplish the responsibilities granted to the Communications Coordinator.

In addition, my internship at Cumulus Media last summer exposed me to working in media on a larger scale. As a Promotion Intern for Cumulus' four radio stations – NashFM, WABC, WPLJ, and Radio103.9 – my responsibilities included communicating with prize winners via phone and email, aiding in the execution of promotional campaigns, and staffing station events to interact with and assist guests. A wide range of day-to-day obligations taught me how to effectively prioritize and manage my time in a fast-paced environment, a work ethic that will serve me well in the multi-faceted, multinational offices of Havas Media Group.

Thank you for your time and consideration. I am confident that my skills and experiences make me a qualified candidate for this position. I look forward to a future conversation with you about my interest in the role, and I can best be reached by phone at (230) 128-1028 or by email at email@bc.edu.

Sincerely,

First & Last Name

February 23, 2020

Hiring Manager
The Broad
221 S. Grand Avenue
Los Angeles, CA 90012

Dear Hiring Manager:

I am writing to apply for the Public Education and Visitor Experience Internship, which was shared with me by Name at the Boston College Career Night for the Arts. I am currently a senior studying Art History, concentrating in Museum Studies, with a minor in French, and believe that The Broad would be an excellent place to apply my academic knowledge after speaking with Name about her experiences. My background in museum education and guest interaction, combined with my enthusiasm for inspiring community engagement through art, makes me a strong and qualified candidate for this internship.

During my Teen Programs Internship at The Met, I had the opportunity to blend my passion for public education with my strong academic background in the arts. I took the lead on developing a new summer program for children ages 11-14, focused on early engagement to foster continued appreciation for the arts. Once implemented, I led the week-long program, facilitating structured museum exploration, bonding activities, and themed art projects. Participants had the option to attend one day, multiple days, or the whole week of the program, and after the first day, all who had initially selected one or multiple days signed up for the remainder of the week. My ability to promote a positive visitor experience and encourage community involvement to develop a new generation of engaged patrons has equipped me for the responsibilities of a Public Education and Visitor Experience Intern.

To continue, my involvement with the Boston College Student Admission Program has strengthened my ability to lead groups and share knowledge and information. Through leading tours, sitting on an informational panel, and serving as a student ambassador on Admitted Students Day, I work both independently and collaboratively to effectively paint the portrait of Boston College life to prospective students and families. Every day, I am given a different group to work with, so I am experienced in facilitating productive discussion amongst people of many different personalities. The communication skills I have gained through this role will allow me to be a capable educational resource for the diverse set of visitors to The Broad.

Each time a guest steps into a museum, there is an opportunity for growth and change, and I hope to facilitate this as a Public Education and Visitor Experience Intern. Thank you for considering my application, and please feel free to reach out to me at (243) 203-9183 or email@bc.edu.

Sincerely,
First & Last Name