

Julia Williams
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Hiring Manager
Non-Profit Organization
123 Taylor Rd.
Montgomery, AL 36124

Dear Hiring Manger:

I am applying for the Marketing internship position posted on Handshake. As a Marketing major, I would value the opportunity to grow my knowledge and skills while contributing to your organization.

I am completing my sophomore year in college and have taken business communication, principles of marketing, and statistics courses. I work productively as part of a team and have effective communication and interpersonal skills. To enhance my marketing skills, I currently volunteer as the social media point person with a non-profit community organization. I develop and post content with the goal of growing engagement with the organizations. I have worked part-time in retail for several years, gaining experience not only with product display but also with delivering excellent service to a diverse group of customers.

My resume is attached for your review. I would appreciate the opportunity to discuss my qualifications with you in a formal interview. Thank you for your time and consideration.

Sincerely,

Julia Williams

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