

CHARLES T. FLYER

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February 24, 20XX

Ms. Martina K. Herrera, Director
Department of Human Resources
Stargate Innovations Corporation
345 Skyline Dr.
Chicago, IL 60615

Dear Ms. Herrera:

Your Public Relations Intern vacancy for this summer is of great interest to me. I learned about this position from my major advisor in the Department of Communications at Lewis University, where I am earning my Bachelor of Arts degree in Public Relations. I will be a senior next year, so I have completed a great deal of coursework in my major which I can directly apply to this internship. This coursework has included Public Relations Writing, Advertising Copywriting, Publications Design, Consumer Behavior, and Persuasion Theory and Campaigns. These courses have given me a solid academic foundation upon which I will be able to build my internship experience and my professional career.

While a full time student with a 3.2 GPA, I am also a member of the Lewis University Men's Volleyball Team. Being a part of this team has taught me not only how to get along with various personality types, but also, how each team member plays a key critical role toward the success of the entire team. I believe the same holds true in our field of public relations. If a company has excellent products or services but we, their public relations firm, do not provide that client with timely press releases, current promotional materials, and successful special events, we have failed in getting the team noticed. I want to be a part of a public relations firm that works closely and collaboratively with its clients, just as you do at Stargate Innovations Corporation. As an intern, I believe that you will find me to be detail oriented and diligent in completing my work. I learn quickly and have an outgoing personality which helps me network and form solid working relationships with others. While serving as the PR Chair of my fraternity, I was able to use these skills to increase membership by 10% over the course of a year. I am confident that I can put these abilities to work as an intern.

I have enclosed my resume for your review and consideration. I believe that my focused education and career goals are an appropriate match for your internship and I would welcome the opportunity to meet with you to further discuss my qualifications. I am best reached at 815.836.5282 in the afternoons. Thank you for considering me for this internship opportunity with your public relations firm. I look forward to hearing from you soon.

Sincerely,

Charles T. Flyer

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