

Anna Guzzetta
405 McDaniel Dr.
Purcellville, VA 20132
571-439-2993
aguzzetta@radford.edu

February 10, 2020

Diane Akers
The Blacksburg Partnership
506 South Main St.
Blacksburg, VA 24060

Dear Ms. Akers:

My interest in pursuing professional development in planning and marketing promoted me to contact you in regards to the Event Planning and Marketing Intern position at The Blacksburg Partnership, as advertised on the Step Into Blacksburg online website. As a senior at Radford University majoring in Communication with a concentration in Public Relations, I have obtained a strong understanding and skills of strategic business functions that has prepared me to be the perfect candidate that you are currently looking for.

I excel in detail-oriented and organized skills, which becomes the main components that will help further my success in the event planning and marketing career here. I have developed sharpened abilities with the expected duties of this internship through courses such as, Public Relations Management, PR Media and Campaigns, Social Media, and Web Production, as well as managing multiple jobs and events in a timely, organized manor as a front desk association and active member of the Delta Zeta sorority. These experiences have equipped me with the organizational, promotional, and creative-thinking skills needed for the position.

If granted the opportunity to intern with your company, I look forward to working diligently with your department as I gain valuable experience and knowledge about The Blacksburg Partnership. I am available for an interview scheduled at your convenience to further discuss the position and my ability to meet your needs. In the meantime, my resume is enclosed for your review. Thank you for your time and consideration.

Cordially yours,

Anna Guzzetta

Anna Guzzetta

Enc.: Resume

Anna Guzzetta
405 McDaniel Drive
Purcellville, VA 20132
571-439-2993
aguzzetta@gmail.com

February [X], 2020

Carahsoft Technology Corp.
11493 Sunset Hills Road
Reston, VA 20190

To Whom It May Concern,

My interest in pursuing professional development in and me to the Marketing Coordinator position at Carahsoft, as advertised on LinkedIn. As a senior Communication Studies major at Radford University with a concentration in Public Relations, I have learned about importance of interpersonal skills such as marketing, coordinating, lead strategy, and appealing to a target audience. I believe that my creativity, dependability, and strong desire to learn makes me an ideal candidate for the position.

My previous sales and customer service work experience me with strong written and verbal communication, organization, and collaboration skills that are expected duties in the marketing field. I have sharpened my abilities in creative thinking and conflict resolution through courses such as Writing for Public Relations, PR Management, PR Media and Campaigns, Web Production, and Business & Professional Communication, as well as managing multiple jobs and events in a timely, organized manor as an active member of the Delta Zeta sorority. These experiences have me with the skills necessary for the marketing coordinator position.

If granted the opportunity to join your team, I look forward to working diligently with your department as I gain valuable experience and knowledge about Carahsoft. I am available for an interview scheduled at your convenience to further discuss the position and my ability to meet your needs. Thank you for your time and consideration.

Cordially yours,

Anna Guzzetta

Anna Guzzetta

Enc.: Resume