

Kailey Hanson

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Ms. Anna Wall, Director of Operations

Northern Solutions

4570 W. 77th Street, Suite 126

Edina, MN 55435

Dear Ms. Wall:

Seeing that you have posted a job opening for a Promotional Advertising Associate at your company has gotten me excited and ready to prove that I am a great applicant for the position. I admire that your company is known to be one of the leading event marketing firms in the Minneapolis area and wish to be a part of such an innovative corporation.

I am currently a senior at Southwest Minnesota State University (SMSU) about to complete a Bachelor's in Professional Writing and Communication. Attending a liberal arts university, I have achieved a broad multi-disciplinary understanding that would complement your requirements. I have studied a wide-range of fields besides writing including marketing, advertising, and public relations. Graphic design classes have also been a part of my curriculum and have strengthened my creative mindset, a great fit for your open position. With this liberal arts education, your company would benefit by hiring a great communicator and a well-rounded individual.

You are looking for someone who can work well with people as well as independently, and a person with great communication skills. Last summer, I completed an internship at the *Forest Lake Times*, writing stories on deadlines and working collaboratively with others. At SMSU, I have played on the softball team which has strengthened many of my characteristics that would lead your company to success. I know how to work and lead in teams, self-motivate, and have an extremely determined work ethic. You are looking for a person that has customer service experience, and I have obtained jobs in which I have dealt with customers of many natures with a positive attitude. My educational, work, and internship experiences combined with my character would ensure that you will attain a positive and ideal employee for your firm.

I am eager to represent such a successful corporation and can assure you that I will bring forth a positive and hard-working attitude. I believe that the combination of my skills and character will be beneficial to your company. I can be reached by e-mail at kailey.hanson@smsu.edu or by phone at 612-709-1665. I will call you in the next week to discuss the option of meeting you in person. I look forward to hearing from you.

Sincerely yours,

Kailey Hanson