

Christopher Anderson
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July 2, 2023

Samuel Smith
SynerTech
123 Main Street, Stateland, ST, 99999
(555) 123-9876
sample.email@career.com

Dear Mr. Smith,

I am writing to express my enthusiastic interest in SynerTech's Communications Associate position. A skilled and persuasive communicator, I am energetic, knowledgeable, and experienced in the field of marketing communications in the tech industry.

As a current communications student at SUNY Brockport, I will be graduating in May with a bachelors in communications and a minor in journalism. I've had the opportunity to intern for the Daily Chronicle in Rochester, New York, where I had the opportunity to craft all corporate publication copy, write news releases and strategically provide all website articles and blogs. As a member of the team, I contributed to building the corporate brand and reinforced that branding strategy through media contacts, events, presentations and well-crafted website copy. Calm and well-spoken, I work well with all employees so that I can carry the company's message to the community and the industry. My organizational ability, strategic focus and strong writing and speaking abilities contribute greatly to our communications team and company. I can competently bring that same focus, experience and communications skill to SynerTech. I know that your organization is moving into a new phase, and I am certain that I can help to elevate and promote SynerTech's mission through superb communications.

Creativity, strategic planning, and strong writing skills are my forte, and I can enhance and strengthen your communications team. I am delighted to speak with you further about my qualifications and experience, and I look forward to hearing from you.

Sincerely,

Christopher Anderson

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