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As a Business and Public Relations major with a minor in Communication, I am actively pursuing this career opportunity based on the depth of my experience. With my previous work experiences in marketing, fundraising, and sales I believe that I am a capable candidate for this position.

My work experience with The Flipple Company, allowed me successfully grow a small company with a great mission- to help connect fortune 500 companies and target markets with Flipple. By utilizing the business platform, I led market users, data, internal requirements and capabilities to explore new opportunities for customer growth on new and existing channels. Establishing these strong connections from managing a smaller business allowed me to become an expert on identifying and applying the best practices for a greater outcome. My experiences and educational background has allowed me to gain a set of critical problem solving and project management skills. These have allowed me to become more proficient with creating effective oral and written messages to engage customers, future business buyers, and a wide range of followers online and on print.

Moreover, working with Ruffalo Noel Levitz for four years has given me the ability to connect nonprofit institutions with their constituents for fundraising and stewardship purposes to build the base of individual support. Once I became an apprentice for Ruffalo, my task grew to telemarketing and executing financial campaigns to establish a passion, dedication, and gain strong communication skills to event coordinate and budget oversight. Working heavily with company systems, I delegated responsibilities to 12 members to test strategies, outreach to different constituencies, and mail appeals, based on database from management and donor recognition.

My commitments have allowed me to gain a proven ability to coordinate with cross-functional departments such as marketing, community affairs, and business lines, to streamline public relations, business, and communication initiatives. Other qualifications include:

- Intellectual curiosity, along with a competitive, fearless, entrepreneurial, spirit.
- Develop corporate communication strategies to see successful results under strict deadlines.
- Organizing with an ability to prioritize time-sensitive assignments to achieve goals.

I am very enthusiastic about the possibility of gaining experience with you. With my experiences, education, and motivation to excel, I strongly believe I will be an asset to your team.

Thank you for your time and consideration,  
Jane Doe  
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