

Jane Smith

January 31, 2021

Ms. Mary Jones
Owner, Mary Jones Public Relations
123 Fifth Ave. Ste. 888
New York, NY 10011

Dear Ms. Jones:

I am a recent graduate of Webster University in St. Louis and I am excited to be applying for the Public Relations Assistant position. My communication skills, luxury restaurant and hospitality experience, and extraordinary attention to detail position me as a strong candidate for the role. I am confident I can help Mary Jones Public Relations achieve their goal of creating unique media experiences for a high-end clientele.

My solid educational and internship background allows me to efficiently manage accounts, produce cutting-edge PR material, and communicate with appropriate stakeholders through strategic messaging. I am committed to producing exceptional organic content for our client's accounts, both independently and with creative team members.

Please feel free to access my personal portfolio site, <https://janessmithportfolio.wordpress.com>, for examples of my writing, video and editing, and social media management skills as well as various projects that I completed as part of my college curriculum.

I am currently located in St. Cloud Florida but am actively looking to relocate. I look forward to hearing from you very soon so we can discuss the many ways that my background matches your needs. Thank you in advance for your consideration and I look forward to speaking with you shortly.

Sincerely,

Jane Smith



123 Main Street
St. Cloud, FL 34771



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<https://janessmithportfolio.wordpress.com>

