

SARAH SMITH

123 S. College St. Apt 15. | Auburn, AL 36830 | 334-555-1234 | jsmith23@auburn.edu

August 15, 2015

Mr. Timothy Andersman
Communications Director
Children's Healthcare of Martinsville
1455 Main Street NE
Martinsville, AL 36999

Dear Mr. Andersman:

During my recent search of the Auburn University recruiting database, Tiger Recruiting Link, I found the posting for an internal communications specialist with Children's Healthcare of Martinsville and am writing to express my interest in the position. I will be graduating in May 2016 with a bachelor's degree in public relations and look forward to beginning a career with a not-for-profit organization focused on the well-being of children.

Throughout my education at Auburn and my two internship experiences, I have specifically sought opportunities to exercise my strength in clearly communicating policies and instructions to others through creative and engaging methods. Using Adobe Illustrator and InDesign, I have created visually appealing collateral to reach a wide variety of audiences including youth, families, physicians and caregivers. While completing my internship with the American Heart Association, I managed several projects simultaneously, adapting to changes in the deliverables requested and ensuring that all deadlines were met. Additionally, I am confident in my ability to work effectively with others to accomplish any established goals as evidenced through the multiple team based projects required of my educational program.

Beyond my education in public relations, I have pursued opportunities to volunteer with local children and youth organizations including Project Uplift and the Boys and Girls Club of Lee County. My passion for working in an environment dedicated to children's health combined with my communication skills and educational background make me a strong fit for the internal communications specialist position. Thank you for your time and consideration. I will contact you in two weeks to confirm receipt of my application materials.

Sincerely,

Sarah Smith