

To whom may be concerned,

My name is Camilia Jones and I am a graduate from Bloomsburg University of Pennsylvania. I majored in Communications and minored English. I am reaching out to you for the opportunity to work with your company. I know that working at this company will increase my knowledge in all things Communications related. I know that I will be challenged here. I hope to grow here professionally and would love to have the chance to.

I know that I will be a great fit for this job. I am a hardworking and dedicated young woman with a passion for all things Communications related. Working in Communications means that you must work with people and demonstrate excellent customer service daily. I have mastered this skill. I know myself to be great with people and giving my best. Even if I do not have what they need entirely I will help them get it. I am also very organized and great with time management which is a great skill to have in any profession. Currently, I am a store manager and I handle all files and paperwork. I take corporate phone calls and go to corporate meetings to better the business. The internships that I have under my belt have also help me develop great communications skills. I was an intern for WHY Y and PBS News Hour with Gwen Ifill both of which dealt journalism. There I wrote and edit stories for the company's website. I also produced and helped edit a short segment for their weekly news show. I am currently interning with an organization called We Are the Seeds. There I manage their social media accounts and edit videos for their events. I also did office work for my internships. I answered phone calls, scheduled meetings and much more.

I know the things that I am capable of and I hope that I am given the chance to show you. I would love to be a part of your team. I hope to hear from you soon. Thank you for your time.

Sincerely,

Camilia Jones