

Emma Vance

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Hiring Manager

Dear Hiring Manager,

Thank you for the opportunity to apply for the role. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working college student (Advertising) currently attending Appalachian State University. During the course of my academic career, I also managed to accrue nearly 4 years of work experience. I had the privilege of working for Appalachian State University as an Engagement Officer, where I learned valuable professional skills such as advertising communications, creative services, and brand management. In both my academic and professional life, I have been consistently praised as detail-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven organizational, problem-solving and creative thinking skills, which I hope to leverage into the role.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how specific skills and abilities will benefit your organization. Please contact me at (919) 601-7665 or via email at ekvancenc@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Emma Vance