

Dawn Rush

Communications Graduate
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April 12, 2021

Kyra Bowen

Senior Hiring Manager

Sharpline Converting

(135) 791-3579

k.bowen@youremail.com

Dear Ms. Bowen,

In my final year at Wichita State University, I received the highest score in my cohort for my Interpersonal Communication project. My professor praised my strong understanding of the crucial elements of communication in a professional environment and organized approach. I hope to demonstrate these skills as a personal assistant at Sharpline Converting.

As a diligent graduate with a talent for multitasking, Sharpline Converting's reputation for detail-oriented organization appeals to me. My recent achievements show that I have the drive and attention to detail necessary to become an asset to your company. These include:

- Receiving praise 4x for strong written and verbal communication during academic assessment cycles
- Consistently achieving scores of 90% and above for coursework and examinations throughout my degree studies
- Organizing the schedules of two senior managers with 100% accuracy during my internship placement at Oasis Staffing

Please don't hesitate to get in touch to arrange an interview to discuss how I can support executives at Sharpline Converting. I am available to meet at your convenience.

Sincerely,

(Insert Signature Here)

Dawn Rush

P.S. I would love to explain how I negotiated with vendors to reduce the cost of hotel bookings by 14% during my internship.