

To Whom It May Concern:

I am highly interested in a full-time events planning position. I would qualify for this position because I work hard, have excellent communication skills, am honest and determined to succeed.

I diligently worked hard while obtaining my masters degree at Marshall University and during my undergraduate career at the University of Findlay to secure a full-time position. In addition to working a full-time position in Marshall's sports information department, I expanded my knowledge in communication skills, public relations and Web site education during my graduate courses at Marshall University.

In addition to attending the University of Findlay, I was involved in organizations that took place in the community and on campus. During my junior and senior year, I participated in the University of Findlay Marketing Club and was president my senior year. I was also involved with the highly recognized SIFE (Students in Free Enterprise) organization with the University of Findlay my junior year.

During the summer of 2006, I was employed by the Boston Celtics as a media relations intern where I gained knowledge and experience about media relations as well as daily business work ethics and responsibilities.

My employment with Marshall University, as well as my previous employment with the University of Findlay and the Boston Celtics, as well as my involvement in extracurricular activities, has all helped me to develop organizational skills, as well as the following important required skills for a permanent full-time position.

- Creative skills and thinking;
- Capability to supervise individuals;
- Excellent written and interpersonal communication skills;
- Possess leadership tendency with delegating skills; and
- Ability to meet deadlines

Again I am extremely interested in a full-time events planning position. In addition, please feel free to contact me at any time for a personal interview, or if you need additional information. I believe I am qualified for a full-time position that requires individuals who are strongly self-motivated with outstanding communication skills, have strong work ethics, and sound organizational skills, and ability to succeed because these are my strengths as well.

Sincerely,

Erica L. Shook

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