

4233 Hartman Road  
Fort Wayne, IN 46807  
March 1, 2004

## Sample Public Relations Cover Letter

Ms. Katherine Jackson  
Account Manager  
Jackson Public Relations  
51 Mills Avenue  
Orlando, FL 32794

Dear Ms. Jackson:

Please accept this letter of application for the public relations position as advertised in the Career Services office at Indiana University - Purdue University Fort Wayne. Through articles recently published in *The Orlando Business Journal*, I have learned of your company's rapid growth in the Orlando area. I am interested in joining your staff and making immediate contributions to your continued growth and success.

My interest in public relations was heightened during my internship with Best Public Relations in Atlanta, Georgia. During this summer internship, I accompanied account representatives in making presentations to large and small clients. My mentor was extremely encouraging of my abilities and provided me with the opportunity to co-present a public relations campaign for a local retail chain. The campaign that we presented was well received and was implemented in both print and broadcast forms.

Through various part-time positions in restaurants and retail stores, I have demonstrated my abilities in sales and customer service. I am an energetic and organized individual who takes pride in a job well done. I look forward to applying these skills in a professional position following my graduation in May.

I would appreciate your time and consideration in reviewing my credentials. Enclosed is a résumé and the two writing samples that you requested for your review. I will call you during the week of March 16 to see if an interview may be arranged at your convenience. If you wish to contact me prior to that time, please call me at (260) 456-2995 or by email at bsmith@ipfw.edu.

Sincerely,

Brian Smith

Enclosure