

SAM SMITH

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**this should be the same header you have on your resume*

Format should be in block letter spacing, no less than 10.5 pt font

Date *(Date you submit application)*

Name of Company

Address of company

City, State, Zip

(if you can't find the address, list the address of headquarters or the location you want to work in)

Dear Hiring Committee: *(if the job description lists the Hiring Manager, list that here instead)*

First Paragraph: Express interest in specific position, introduce yourself, and explain why you love said company.

I am writing to express interest in the Public Relations internship at the Country Music Hall of Fame. I am a rising junior at Vanderbilt University, working towards completing my double majors in English and Communication Studies, with a minor in Cinema and Media Arts. Interning with the Country Music Hall of Fame has been a dream of mine since I moved to Nashville, as I love learning about the history and traditions of country music. I would be honored to enhance my professional skills in PR by learning from a company skilled in reaching diverse audiences about the importance of country music.

Second and maybe Third Paragraph: Why this company should love you. Focus on skills and experiences that will directly translate to the position you are applying for!

My time serving as the Public Relations intern with Oglivy Worldwide last summer not only solidified my interest in public relations as a field, but it equipped me with the skills necessary to succeed in any professional setting. By successfully creating engaging content for our media relations team and social media accounts, I learned the importance of thoughtful communication and organization to reach a variety of audiences. My work at Oglivy also required that I develop expertise in building relationships with clients, employers, and the rest of the Public Relations department. As the PR internship at Country Music Hall of Fame would require similar expertise in collaboration across multiple stakeholders, and the ability to communicate creatively, this would be a seamless transition for me into the role.

Final Paragraph: Include a summary of what you will contribute to the company and close with excitement and contact info.

I look forward to bringing my creativity, and PR expertise to the Public Relations internship. I am excited about all that the Country Music Hall of Fame has to offer, and would love to discuss my potential fit for the position. Should you have any questions, or would like to schedule an interview, please feel free to email me at s.smith2022@vanderbilt.edu or call me at (987) 654-3210.

Sincerely,

Sam Smith