

2022

To Whom It May Concern,

As a senior at the College of Charleston, I have been looking for more ways to get involved in the world of public relations. Not only am I interested in getting more active within this field, but I am ready to take all the skills and knowledge I have acquired these past few years, and begin applying them in the workforce.

I am a very detail orientated and organized individual. I am a team player with excellent communication skills. I have been able to exercise these skills through all of my professional experiences and extra-curricular activities. I am currently the Public Relations Intern for a firm named Tara Ink based out of Miami, Florida. There, I have been able to master skills such as pitch writing, event planning, working under pressure, and much more.

I am certain that I will excel in whatever professional endeavor I find myself in. Not only do I feel as though I have much to contribute, but I believe there is a plethora of skills for me to gain as I continue to advance in my career. If you have any further questions, my phone number is (786) 300-8833 and my email address is burtonjm@g.cofc.edu.

Sincerely,

Jayla Burton