

Пробное письмо. Пример

Ms. Brenda Winters
Public Relations Manager

Dear Ms. Winters,

The recent Wall Street Journal article concerning your new line of products and upcoming expansion piqued my interest in your company. This must be an exciting time for your department and I wish to inquire about openings. I believe I have the qualities and qualifications to be an effective part of your team.

I will be graduating from Loyola University New Orleans in May with a degree in communications concentrating in public relations. In many of my courses I worked with a team to develop comprehensive public relations strategies for a variety of projects. In addition to my coursework, I gained media relations and research experience through my internships at the Denton Corporation and Benton & Sutherland. Additionally, I worked this past summer for the National Education Foundation, assuming responsibility for media relations for a variety of fund-raising events. These courses and experiences have provided me with an excellent foundation for a career in public relations.

My resume is enclosed for your consideration. I will be in New York during the week of my Spring Break (March 10-17), and would like the opportunity to discuss further the qualifications outlined on my enclosed resume. I will call you in two weeks to discuss a date and time convenient for you.

Sincerely,
Sonny M. Redmond