

Joe B. Mountaineer  
123 Pleasant Street  
Morgantown, WV, 26506

March 6, 2019

Kathy Kelly  
Vice President of Recruitment  
Carahsoft Technology Corp.  
1860 Michael Faraday Drive #100  
Reston, VA 20190

Dear Mrs. Kelly,

I am writing to you to express my interest in the entry-level Marketing Coordinator position at Carahsoft that was posted on Handshake recently. I will be graduating with a Bachelor of Arts in Communication Studies from West Virginia University and relocating to the Washington D.C. area during the summer. I am excited to be applying for a position at an industry-leading company.

My work experience coupled with my academic education have prepared me to succeed in this position. During my marketing internship, I motivated my team to think creatively about solutions to our clients' needs which increased sales by 30 percent and strengthened customer relationships. As Vice President of the WVU Undergraduate Communication Association, I honed my leadership and communication skills, as well as my ability to plan and execute events. By implementing a team-based approach to event management, we operated more efficiently and increased profit margins for each fundraiser by 10 to 20 percent.

My interest in the Marketing Coordinator position at Carahsoft is very strong. Carahsoft is a desirable place to work due to its high-quality training and development programs offered, and the commitment shown to employee retention. I am looking forward to discussing the opportunity in more detail. You can reach me at (304) 123-4567 or professional.email@gmail.com. I am eager for the opportunity to share more examples of my work and discuss how my skills and interests align with the mission and goals of your organization.

Sincerely,

*Joe B. Mountaineer*

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