

Dora E. Garcia

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Date

Name of Recipient

Title

Company Address

City, State Zip Code

Dear Search Committee,

I am graduating from Missouri University of Science and Technology in May of 2025 with a B.A. in History, and I am interested in the full-time Public Relations Specialist position **NAME OF COMPANY** has posted on Handshake. I am extremely impressed with **NAME OF COMPANY**, from the cutting-edge technology used to complete fascinating projects, to the focus placed on the health and safety of employees. I would consider it a privilege to work for such a prestigious company.

I believe I would be a great fit for the Public Relations Specialist position. Some of my abilities that would be useful in this position include:

- Excellent academic performance in History courses
- Strong written and oral Spanish communication skills
- Hands-on experience with fundraising and marketing campaigns
- Leadership experience as a Resident Assistant and with campus organizations
- Extensive public speaking experience
- Ability to solve practical and theoretical problems

I would greatly appreciate a few minutes of your time to look over my enclosed resume and the opportunity to talk with you about a full-time position with **NAME OF COMPANY**. You may reach me at (573) 3333-3333, or by email at: name@mst.edu. I look forward to hearing from you soon.

Sincerely,

Your Name