Personal Letterhead

Date

Inside Address

Inside Address

City, State Zip

Re: Assistant Fulfillment Project Coordinator Internship

I am interested in Colony Brand’s Assistant Fulfillment Project Coordinator Internship advertised through Ashford University’s Career Services. I am a senior business administration major with a specialization in project management. My future goal is to work as a logistics coordinator, but I need fundamental experience to enrich my conceptual knowledge with inbound/outbound logistics in order to be competitive in the job market. I believe that my organizational skills, resourcefulness, and leadership abilities will meet and, I hope, exceed your expectations of a recent college graduate.

I have maintained a 3.8/4.0 GPA while balancing full-time enrollment status, an internship experience at 1st Gateway Credit Union, and a part time position with Hart Services LLC and Mercy Medical Center. The hard work and willingness to put in extra time is what earned my position as Project Manager where I supervised 15 students. During this project I delegated tasks, resolved conflicts, and created template documents using Microsoft Word and Excel. As an intern with 1st Gateway Credit Union, I used an information system to enter member data information and created a detailed Microsoft Excel workbook for their home-equity accounts. Currently, I am creating a Microsoft Access Database for a client to help manage clientele in her three businesses. Finally, I enhanced my ability to communicate with people of diverse ages (5 yr.–70 yr.) and skills as a tennis instructor at Westfield Tennis Club. The enclosed resume further highlights my coursework and experience.

I have a strong commitment to professionalism, a self-motivated work-ethic, and a trainable attitude. I can be reached by phone at 563-xxx-xxxx or by email at xxx@gmail.com. I would greatly appreciate the opportunity to intern with Colony Brand in Clinton. Thank you for considering me for this important internship experience.

Sincerely,

Typed Signature

Enclosure: Resume