

Jane Tulane

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Jane Tulane
Wave Media & Marketing
1834 St. Charles Ave
New Orleans, LA 70118

Dear Paul Tulane:

This letter is to express my interest in the posted position of **Social Media and Event Planning Internship** with Wave Media and Marketing. As I researched your company I found that your company's values align with my own values and career goals. The commitment to connect media and technology to deliver a range of high-quality services to your clients is in line with my personal interest of helping others achieve their own goals. Wave Media and Marketing's diverse clientele allows you to provide engaging content through events, media relations, and crisis management. I am specifically inspired by the company's innovative and successful event planning department.

Throughout my college career, studying Sociology and Psychology at Tulane University, I have learned the importance of effective communication to share a message. I have been able to implement the lessons and strategies I've learned my internships and classes. My detailed resume is enclosed for your consideration while the core strengths I bring to your organization are highlighted below:

- ✓ Track record of strong attention to detail and an ability to keep projects moving forward exhibited during my internship at the Tulane Career Center, where I coordinated logistics and day-of event support for several events including a large-scale career fair with 100+ student attendees and 40+ employers
- ✓ Experience in efficient time-management and multitasking skills demonstrated during my internship at NOLA Wedding Event Planning Company where I curated an average of 3 social media posts per week and brainstormed brand content ideas to attract new clients, along with supporting other event production needs
- ✓ Proven ability to communicate effective solutions as seen during two summers as a counselor at TU Summer Camp creating the weekly shift schedule and guiding 350 girls (8 to 15 years old) through activities
- ✓ Known for strong problem-solving skills in high-pressure situations verified during my experience as a Teacher's Assistant in which I helped a classroom of 30 children complete assignments in an efficient manner for 10 hours per week

My organization skills, versatility, and passion for the field would serve as an asset to your team. Working in fast-paced environments, I have developed an ability to make decisions quickly, pivot to shifting priorities, and communicate effectively. It would be an honor to be part of your team. Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

Jane Tulane