

# how **2** sample: **Cover Letter**

**PAT A. SMYTHE**

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August 25, 20XX

Peter Jones  
General Manager  
Neapolitan Marine Inc.  
1000 Commerce Lane  
Naples, FL 33979

Dear Mr. Jones:

Please accept this letter and resume in application for the Public Relations Director position at Neapolitan Marine (#1234) as posted on the FGCU College Central Network website. I believe my combination of experience, skills and personal interest in the boating industry may match well with the qualifications you are seeking.

On my resume you'll note that I recently graduated from Florida Gulf Coast University with a Bachelor of Science Degree in Marketing. This past spring, I served as the Public Relations/Advertising Intern at Gulf Coast Cruise Liner, a luxury yacht broker in Naples where I had the opportunity to work with the media, write press releases, and develop community relations events. My responsibilities also included overseeing the creation of all corporate marketing materials and maintaining the company website. Managing these communication strategies required proficiency in various desktop publishing programs and website design software. Attention to detail, strong organizational skills, and the ability to work under deadlines were critical to ensuring successful public relations efforts for the company.

Neapolitan Marine has a great reputation in the boating industry and I am very interested in learning more about this position and your public relations goals. I would welcome the opportunity to speak with you in more detail about my background and how I may be able to contribute to your team. Feel free to contact me at your convenience at 239-000-0000. Thank you for your time and consideration.

Sincerely,

*Pat A. Smythe*

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