



Delaney Arkeilpane

1000 E. Kaley Street
Orlando, FL 32800
555-555-5555
email@gmail.com

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A.N. Emery
Lead Design Director
Top Mark Marketing Co.
200 Main Street
Orlando, FL 32800

Dear Mr. Emery,

The distinctive approach Top Mark has applied to marketing and advertising is something I'd personally like to experience. I appreciate the capabilities of the agency you run, and I would like to apply for an internship during this upcoming summer because I believe I could contribute to your success.

As the Sports Editor of my high school yearbook, I have mastered skills in Adobe Photoshop, InDesign and Dreamweaver. I have conducted interviews, taken pictures, written and edited content in my section. My previous interactions with people would make me a perfect fit for your staff because I am capable of working well with others, while managing my own deadlines. My background in these areas would apply directly to the specific guidelines for your company.

I am aware that your company works to meet the client's exact needs. After producing a yearbook I have first-hand experience with meeting the demands of the target audience. We have to consider that although it would be easier to use people two or three times throughout the book, we make a distinct effort to only picture or quote students once so that we can ensure everyone is covered somewhere in the final product. I am willing to make sacrifices to meet the overall expectations of the company, even if it means going out of my way.

I appreciate your considering me for an internship, but I feel that an interview would allow me to personally express my capabilities to you directly. I have attached a detailed resume of my experience to further illustrate my qualifications. I appreciate your consideration, and I look forward to hearing back from you soon.

Respectfully yours,

Delaney Arkeilpane

Enclosed: resume