

**Fake Jake**

Ephraim, UT 84627

[fake.email@gmail.com](mailto:fake.email@gmail.com), 999-999-9999

July 23, 20XX

John Smith, Manager  
JS Events Corporation  
123 Main Street  
Ephraim, Utah 84627

Dear Mr. Smith,

Please accept my application for the Public Relations Specialist position. My skills and work history will show that I am a top candidate for this position and am confident that I can make a significant difference in your highly rated company.

The position requires an individual to have strategic and creative media experience and excellent communication skills. I offer professional ability in this area as a recent graduate in Public Relations, with an emphasis in Social Media Marketing. After working for a year as a communications intern at Communications Worldwide, I completed 50 news press articles, corresponded with clients face to face, designed PowerPoint presentations, and delivered company updates in over 10 conferences. Within six months of working with this company, my performance permitted me to coordinate events of my own to create an influx of clientele. These events hosted more than 500 new clients and brought in \$100,000 for the company. I am hopeful you will appreciate the experience and skills I will bring to a Public Relations Specialist position in your company.

My resume is enclosed for your review and I would like to express my eagerness for this position. Thank you for your time and consideration. I would appreciate the opportunity to meet and discuss what I can offer your company. I can be reached by phone at 999-999-9999, or by email at [fake.email@gmail.com](mailto:fake.email@gmail.com).

Sincerely,

***Fake Jake***

Fake Jake

Enclosures: Resume and Writing Samples