

Ima Student

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Jill Delaney
Chesapeake Media Group
Regional Sales Manager
499 East Pennsylvania Avenue
Denver, CO 81209

Dear Jill Delaney:

After speaking with Jocelyn Smith at the Colorado State University College of Business Job & Internship Expo last week, I am excited to submit my application for the Account Associate Intern position. The high level of service that Chesapeake provides its clients through historical and economic resources and relocation guides, matches my own commitment to strong client relations. This commitment, combined with strong public speaking skills and initiative, makes me an excellent fit for this position.

My key accomplishments include:

Client Relations: During a previous Sales Support Internship at Wilson Direct Marketing, I successfully responded to an urgent client need, the client requested changes to their marketing campaign. Within a three-hour window, I prioritized this request, quickly brainstormed strategic solutions, and worked with the client via phone and email to make changes and exceed product delivery expectations. I welcome the opportunity to bring this same level of initiative to Chesapeake Media Group.

Public Speaking: I have been asked to speak in front of classes in group projects, present to student organizations, and to university leadership as a member of the student senate. I understand the need to tailor messaging and offer clear information to strengthen my position and the audience's understanding.

Initiative: One of our members was unable to fulfill his portion of a group project due to a family emergency. I took the initiative to gather the drafts he had submitted, contacted the other team members to distribute the remaining work, and worked through the night to compile our final presentation. The presentation was a success, and the entire team was proud of our ability to collaborate and support each other.

With these experiences, I can contribute to your outstanding record of client service and work to maintain your ranking in the top 5 percent in the nation for publishing revenue. My combined skills in client service and public speaking are certain to add value to the Chesapeake Media Group team. Please contact me at Ima.Student@university.edu or (999) 555-1234 to arrange an interview. Thank you for considering me as a candidate for the Intern position.

Kind Regards,



Ima J. Obseker