



Cover Letter, Resume, Reference Page and Business Card Sample

-Business Major-

Bus. 313 (Administrative Communication)

Dr. Kim Hogelucht

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been changed for purposes of confidentiality.**

ANDREW SPATHAS



1234 Wallace ST. SAN DIEGO CA 92103
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February 16, 2017

Ms. Kate Landon
Vice President, Employee Experience
Indigo Marketing
San Diego, CA 92106

Ms. Landon,

I am someone who works well with others, enjoys learning new things, and strives to always put the customer first, so please consider me for your position of social media intern at Indigo Marketing. As a senior business major at Point Loma Nazarene University, it is with a high level of interest that I submit my application for the position of social media intern. I was made aware of this opportunity through your job posting on LinkedIn. Due to my creative skills and customer service experience, I feel I would make an excellent candidate for the social media internship.

My creative skills fit well with your interest in finding someone who thrives in an innovative work culture. Photography and creative design have been a passion of mine throughout my life. Having grown up in the digital age, I have acquired an aptitude for social media and marketing. Through several marketing classes, I have had the opportunity to create several marketing plans, including accompanying social media, which involved both innovative products and services. Not only would my creative skills allow me to thrive in your social media internship position, but my customer service experience would also serve as an asset.

Through my customer service experience, I have gained an appreciation for what people desire. Through my experience at Premier Properties, Vita Bracelets, and ABC Parking, I have come to realize the importance of assessing a customer's needs before taking action. This involves listening and empathizing with the customer. Due to this type of experience, I believe you will find I can not only effectively assess and address an Indigo Marketing client's social media needs, but also ensure repeat business.

Due to my creative skills and customer service experience, I feel I would be an excellent candidate for the Social Media Internship at Indigo Marketing. I would be happy to meet you in person to discuss this exciting opportunity. I will plan to follow up with you in a few weeks to see if you have any further questions. Thank you for your time and consideration. I look forward to connecting!

Sincerely,

A handwritten signature in black ink that reads "Andrew Spathas".

Andrew Spathas

ANDREW SPATHAS



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EDUCATION

Point Loma Nazarene University: San Diego, CA
B.A. Business Administration

Graduation: May 2016

University of Westminster: London, England

Fall 2013

Coursework: Management, Travel Writing, London Theatre, Art and Society

WORK HISTORY

Premier Properties: Del Mar, CA

January 2016—Present

Marketing Intern

- Manage marketing strategies across various social media channels
- Market residential properties through social media, email and print advertising
- Manage residential listings and inputted into the MLS
- Compose professional and accurate posts for the company blog via Wordpress

Vita Bracelets: Irvine, CA

May 2016—September 2017

Representative Program Intern

- Worked to acquire company representatives to promote products and generate sales
- Lead liaison for 5000+ Pura representatives globally
- Responsible for strategically placing product in local events to promote products
- Worked with the creative team to develop photo shoots for new line of products
- Provided professional and timely service to customers

ABC Parking: San Diego, CA

January 2013—August 2014

Valet

- Established rapport with guests and visitors to ensure their satisfaction
 - Parked and retrieved vehicles in a safe and efficient manner
 - Provided directions, recommendations and local information to guests
 - Served guests in a timely, professional and friendly manner
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STRENGTHS

(According to Strengths Finder 2.0)

Restorative: People strong in the Restorative Theme are skilled at assessing and solving problems.

Woo: People with the Winning Others Over Theme (WOO) are strong communicators and form relationships easily.

Futuristic: People who possess the Futuristic Theme often find themselves picturing the future quite and thinking about what could be or is to come.

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REFERENCES

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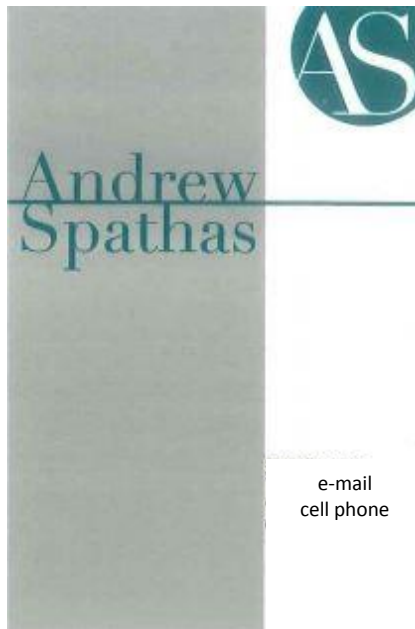
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SAMPLE BUSINESS CARD

**Contact information has been deleted for purposes of confidentiality*

-FRONT SIDE OF CARD-



-BACK SIDE OF CARD-

