

JANE DOE

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ABC Company
412 Heinz Avenue
Pittsburgh, PA 15222

Dear Hiring Manager,

I recently came across the job listing for the Marketing Project Coordinator position on Handshake. It immediately stood out because of my interest in project management and marketing and my desire to work for a non-profit organization. I majored in marketing and earned my Bachelor of Science in Business Administration from the University of Pittsburgh in 2022. Additionally, I am SCRUM certified from Pitt CBA's Project Management Institute. I am confident that I would make a good fit for this position because of my passion for wanting to see others prosper through learning and my competency in managing projects successfully.

I completed a semester-long class project where myself and two others were assigned to a real Pittsburgh company, XYZ Fitness Center, to develop an entire marketing strategy to increase and retain membership. I managed this project from start to finish using the skills and lessons I learned in the Project Management Institute, such as team collaboration, budgeting, and effective problem-solving. XYZ Fitness was impressed with our results and has since implemented elements of our marketing strategy, namely using different social media platforms to increase awareness. Additionally, as the Programs, Events, and Outreach intern for Urban Impact Foundation, I was responsible for scheduling the day-of activities for programs and events, collaborating with the finance department to develop budgets, and identifying possible risks or problems before a program or event took place and having solutions to those problems.

I genuinely enjoyed my time working for a non-profit and would be enthusiastic to start my career at another non-profit like ABC Company. My desire to serve others by helping them learn aligns well with ABC Company's mission of improving the quality of life of community members through educational programs and classes. Thus, I deeply resonate with ABC Company's commitment to the Pittsburgh community.

I would be enthusiastic about discussing the Marketing Project Coordinator position with you. I will follow up with you in a few days to answer any preliminary questions you may have. In the meantime, please do not hesitate to contact me via email at Abc123@pitt.edu, or by phone at (555) 555-5555. Thank you for your time and consideration.

I look forward to hearing back from you!

Best regards,

Jane Doe