

[REDACTED]

September 7, 2021

Mark Kline  
6060 FFA Dr.  
P.O. Box 68960  
Indianapolis, IN 46268-0960

Dear Mr. Kline:

As an individual with journalism skills, FFA and 4-H leadership experience, and an agricultural background – including nine years as a member of the National Junior Angus Association, I am excited to apply for the annual summer communications internship with the American Angus Association. I learned about this opportunity from the Association’s website. I am eager to apply my communication skills to your organization’s print and digital content development needs, while also gaining new experiences in preparation for my college education. My future goal is to attend [REDACTED] State University to study agricultural communications.

Taking a journalism class at my high school and an online InDesign course sparked my passion for writing, editing, photography, and graphic design. As a result, I have pursued serving as a reporter and graphic designer for FFA, 4-H, and school organizations. I have also advanced my marketing and communication skills by participating in a “content creation” camp, authoring two online children’s books, and entering a statewide business competition. From these experiences, I have become proficient in utilizing proper grammar, social media platforms, and software programs including Microsoft Office, InDesign, Canva, iMovie and Wix. Internships with the [REDACTED] Chamber of Commerce and [REDACTED] County Extension Office have provided me additional real-world experience in writing, social media, photography, and event promotion. Please view my digital portfolio with examples of my communications projects at <https://gordomat.wixsite.com/digitalportfolio>.

Additionally, my background includes being raised on a family farm, as well as leadership roles and public speaking experience in youth organizations. I am a self-starter, problem solver, and team player. I am excited about the position you are advertising because it combines many of my interests and skills. Please review my enclosed resume for more details and a list of my references.

Thank you for taking the time to consider my qualifications for this role. I would appreciate the opportunity to interview with you and discuss more about this position. I can be reached at [REDACTED]. I will plan to follow up with your office by August 23, 2021, to confirm receipt of my application and discuss scheduling an interview. I look forward to visiting with you.

Sincerely,

[REDACTED]

Enclosure