**Willy Wildcat**

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April 5, 20XX

Cathy Anderson

Executive Director

Haven House

340 E 7th Street

Wayne, NE, 68787

Dear Cathy Anderson:

Throughout my coursework and involvement at Wayne State College, I have found that I enjoy building relationships, leading people and projects, and sharing stories of causes that make a difference. I was excited to come across your posting for the Education & Outreach Internship, as I believe the combination of my skills and abilities make me a great candidate for this opportunity.

As a communication major, I study various theories and approaches on how to build and maintain positive relationships with others. In my Organizational Leadership course, I have learned about the relational leadership theory that outlines five steps to increase trust and rapport with others which help increase a leader’s influence on people and situations. This insight has been helpful as I work to get more involved on campus and given me more confidence to run for an officer position in Student Activities Council. As the Treasurer, I serve on the Executive Board that helps plan over 10+ events and I take detailed notes to share with the members in meetings. By demonstrating approachability and responsibility, I find that many of the members are willing to listen to my ideas and that I am making an impact on the programs that we offer.

In addition to learning how to lead and putting it into practice in my extracurricular activities, I have also had the opportunity to lead a team of my peers in a communication strategy project where we had to conduct in-depth market research surveys to our target audience, write persuasive press releases and social content and present our overall strategy to our peers in the course. I enjoyed collaborating and leading others on this project immensely and the work connects to the skills and qualifications that you are looking for in your Education & Outreach Intern.

In closing, I would like the opportunity to further discuss my qualifications and interest in this position. I believe I will bring the leadership, relationship-building, communication and the project coordination skills you are hoping to see in this position. Thank you for your consideration and you can contact me at (402) 375-XXXX.

Sincerely,

Willy Wildcat

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