

I. Introduction

- A. Passion for all things literature
- B. Luckily for me, this company shares that passion (promotion of literature)
- C. English and Communication Double Major focused around writing and communication (advertising/marketing), fits with this job
- D. I am an ideal candidate for your position of Publicity Assistant
- E. Superb Writing Skills, High Proficiency with Technology, and Organized

First Point

II. Superb Writing Skills

A. English Major

- 1. English 305, Literary Theory and Writing
 - a) 6 essays. One ended, the next started
 - b) Constantly revising old essays; had to manage time
- 2. Senior (305) Portfolio
 - a) Collection of my best work for each ENGL class at SNC
 - b) I will share it; see the attention to detail

B. Past work experiences

- 1. Student Editor/Staff Writer of the Honors Pulse
- 2. Freelance Editor
 - a) 3 full length novel for local author
 - b) Other freelance work online

Second Point

III. High proficiency with technology

A. I am a millennial, understand social media

1. Older ones: Facebook
2. Newer ones: Snapchat and Instagram

B. Highly proficient with Google excel/sheets, docs, slide, and Microsoft word, excel, slides (use variety for organizations)

Third Point

IV. Organized

A. Involvement in organizations

1. On four E-Boards (P-NRHH, CP-Knightingales, CP-STD, S-KT)
 - a) Talk briefly about duties
 - b) Show my time management since I am so involved
2. Do this all while taking usual 18-credits

B. Graduating Early

1. Didn't wake up; watching this since I was a freshman
2. Balancing classes and activities to keep on track

In Conclusion

V. Closing

- A. I am an ideal candidate for your position of Publicity Assistant
- B. Superb Writing Skills, High Proficiency with Technology, and Organized
- C. As I said, I have a passion for literature
- D. I would love to start my career with literature with you. Thank you