

ELIZABETH OSMAN

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Iowa Falls, IA 50126

February 3, 2023

Jen Sorenson
Communications Director
Iowa Select Farms
5034 Grand Ridge Drive
West Des Moines, IA 50265

Dear Ms. Sorenson:

I would be an excellent fit for a communications internship in the summer of 2023. My experiences, such as being challenged in classes at Northwestern College, assisting my peers in their professional development, and designing eye-catching posts for my high school's basketball team, have helped me realize my love for communications and pushed me to develop my skills in this field.

Northwestern College courses have encouraged me to develop my skills in both public relations and nonprofit management. With hopes of working in communications for a nonprofit, the rigorous classes – like Fundraising for Missions, Advertising Campaigns, and Principles of Public Relations – have helped me understand the basic functions of a nonprofit organization and how to communicate with people through various media outlets. Northwestern College has also given me the opportunity to work with customers on their communication and public relations needs. Walking through the process with clients has been rewarding, as I have been able to see their vision come to light through my communications plan. Through my rigorous coursework, I am prepared to be an effective communicator for a nonprofit like the Deb and Jeff Hansen Foundation.

Additionally, collaborating with my peers to prepare their professional portfolios and work in the career development center on campus has helped me expand my professional skill set. As a peer career mentor, I aid Northwestern College students in producing resumes, cover letters, and online profiles, as well as practicing their interview skills. One of my coworkers and I planned an event for the campus to learn more about what the career center has to offer. We planned it from start to finish, which included marketing the event on social media and around campus. The result of our communication efforts through email and social media led to over 100 students attending the event. By organizing this event, I proved to myself that I could take an idea and put it into action. Completing this with a coworker also helped me grow my teamwork skills.

Finally, the opportunity to create and design social media posts for my high school boys' basketball team helped me realize my passion for marketing and communications. I was a manager for the boys' basketball team, and the coach reached out to me about creating Twitter posts for game days and recognizing players. It only took a couple of weeks for me to realize that I loved designing these posts and communicating with people through social media. Through this experience, I was able to find my passion for marketing, communications, and social media management. I was able to grow my basic Photoshop and Canva skills, and I am excited to develop my Adobe skills as I have moved into specific design classes this semester.

Please find my resume attached. I would love to discuss my qualifications with you in person, over the phone at (515) XXX-XXXX, or through email at xxxxx@gmail.com. Thank you for taking the time to read through my cover letter and considering me for this position.

Sincerely,

Elizabeth Osman