

Joe B. Mountaineer  
123 Pleasant Street  
Morgantown, WV, 26506

March 26, 2017

Kathy Kelly  
Vice President of Recruitment  
Carahsoft Technology Corp.  
1860 Michael Faraday Drive #100  
Reston, VA 20190

Dear Mrs. Kelly,

I am writing to you to express my interest in the entry-level Marketing Coordinator position at Carahsoft Technology Corp that was posted on MountaineerTRAK in April 2017. I will be graduating with a Bachelor of Arts in Communication Studies from West Virginia University and relocating to the Washington D.C. area in June 2017.

Carahsoft is long-standing *employer of choice* for West Virginia University graduates. In addition to being an industry leader, is it rated as one of the top places to work for entry-level employees as a result of your high-quality training and development programs. This commitment to employee retention and to creating a strong and agile workforce makes Carahsoft a desirable place to work.

My work experience coupled with my academic education have prepared me to succeed in this position. During my marketing internship, I motivated my team to think creatively about solutions to our clients' needs which increased sales by 30% and strengthened customer relationships. As Vice President of the WVU Undergraduate Communication Association, I honed my leadership and communication skills as well as my ability to plan and execute events. By implementing a team-based approach to event management, we operated more efficiently and increased profit margins for each fundraisers by 10 to 20 percent.

My interest in this particular position as well as Carasoft in general are very strong, If you have any questions, or would like to schedule an interview, please contact me at (304) 123-4567 or professional.email@gmail.com. I would appreciate the chance to discuss in more detail how my skills and interests align with the mission and goals of your organization.

*Sincerely,*

*Joe B. Mountaineer*

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