

Cover letter seeking work experience

CXP Media
Spring Lane
Uxbridge
UB8 2DD

93, Millbank Rise
Slough
SL3 5XY

March 6th 2016

Dear Mr Millard

Paul Barnard suggested I drop you a line about any work experience opportunities you might have. I met him at a media networking event last week where we got talking about CXP Media and the new clients you have won recently.

I am studying for my degree in Media and Communications at Brunel University and have client handling and digital marketing experience gained from a summer internship at Spatial Services Ltd. At Spatial I kept clients informed of new products via email, updated content on the website www.spatialservices.com, tracked and monitored website site traffic, and ran events to drive new business.

Additionally, I have been active in helping to run the Media Society at University where I have developed my social media skills and creative flair, demonstrated initiative and the ability to multitask. In my spare time I love to rock climb!

I would relish the chance to work for your organisation and help CXP expand further. I am available for work between April and June this year. I will give you a call in a couple of days to follow up my email.

Yours sincerely

Jan Braun

Comment [B1]: If you can name drop do, if not find a reason to write to the company – you like the company's products, culture, think you might be able to help them in some way.

Comment [B2]: Sell yourself relevantly to the organisation. Match what they do with what you can offer. If you don't have direct experience think about the transferrable skills you have gained from your degree, sport and jobs. Most companies need people who are good with customers, great on the phone and are organised, plus good at social media.

Comment [B3]: Show your personality and that you are an interested person.

Comment [B4]: Sound enthusiastic