**MEDEA MAVEN**

Email Address Phone Number Website LinkedIn

December 5, 2019

Ms. Milli Sahndruh:

XYZ Universal

XX Rocker Plaza

New York, NY XXXXX

Dear Ms. Sahndruh:

Please accept this letter and resume as application to the XYZ Universal Fellowship program. I discovered this position last year in your Twitter feed but at the time did not feel that my experience level was strong enough to apply. After completing my final year of classes, an intense television internship, a digital media position, and a section editor position in a newspaper, I am confident that I have the foundation required to excel in this fellowship.

I will complete my Bachelor of Science in Communication from East Carolina University in Greenville, NC with a focus on Journalism on May 5th and will be available to report to work on May 6. My work in news, content creation, and reporting have helped me develop the tools I need to contribute to the Fellowship program.

I just completed a news internship at WXXX, the local XYZ Greenville, NC. In this internship I shot footage, conducted interviews, and produced news packages that covered local, regional, and national topics. I also worked directly with the promotions team and independently wrote, edited, and uploaded social media content daily.

For the past two years I have worked in digital media for *The Odyssey Online*. Here I established and maintained an online brand and learned the value of commitment and consistency. Developing a reader base and keeping them engaged was challenging but with the right tags and SEO I reached great crowds and connected with 1700+ viewers. I am also comfortable working in print media after serving as the editor for the Arts and Entertainment section for the *Tiger Review*, the campus newspaper that was printed twice weekly.

I will be in New York from December 10-22 and would appreciate the opportunity to introduce myself in person. I will follow up with you by Wednesday, December 7 to discuss the opportunity to meet. My phone number is 222-222-2222 and my email address is mavenn21@xya.com

With respect,

Medea Maven