

Salisbury University  
Apt. B, Wildlife Residence Hall  
Salisbury, MD 00000

December 5, 20XX

Ms. Taylor Xxxxxx  
Hiring Manager  
The Victorian  
2222 Market Street  
Philadelphia, PA 22222

Dear Ms. Xxxxxx:

Your recent posting in The Victorian for a Marketing Assistant at your historic preservation firm attracted my attention. I will be graduating from Salisbury University with a Bachelor of Arts in History and a French minor. I have three summers of volunteer experience in historic districts, and I am eager to continue my work in this environment. I firmly believe my skills and qualifications meet your requirements extremely well.

My freshman year I started working summers at the Old Fort in Williamsburg. This past year I worked in the Public Relations Department and participated in a summer-long project of promoting the recent renovation of a building within this historic district. During my time in the public affairs department, I gave historic tours of the district, presenting in front of both large and small groups. It was both challenging and rewarding to ensure that I connected with both the younger and older individuals within my tours. Additionally, I wrote informational materials about the transformation of the area that was later published for public distribution.

Furthermore, I have worked for the Seagull Alumni Fund calling Salisbury alums to request financial support for the university, where I learned telephone communication and sales skills. I successfully reached my goals of raising \$5,000 within my first month. In addition, I was awarded a substantial stipend from the alumni office for exemplary student service in the fund calling project.

I look forward to discussing with you my candidacy for the Marketing Assistant position with The Victorian. I am excited at the prospect of working together to achieve our similar professional goals. I can be reached at 000-000-0000 or at xxxxxx@salisbury.edu. Thank you for your time and consideration.

Sincerely,

Xxxxxx Xxxxxx

Enclosure: