

# Cara J. Fielding

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April 1, 2008

Mr. James Wilson  
Barkley Creative Group  
276 Second Avenue  
Collegeville, PA 19426

Re: Junior Account Executive

Dear Mr. Wilson:

Having just completed my bachelor's degree with a major in public relations, I am seeking employment as a junior account executive. The position you advertised appears to be an excellent fit for my background. I offer hands-on experience, the ability to work as part of a team, and solid academic credentials.

Some highlights of my qualifications include the following:

- Helped garner more than \$13 million for account during PR agency internship.
- Worked successfully as team member during internship and in three class projects.
- Graduated with 3.5 GPA; worked full-time while carrying full course load.

I have top-notch communication skills with experience conducting training; giving presentations; and writing press releases, articles, and research reports. My internship supervisor described my research skills and professionalism as exemplary and remarked on my ability to work through unfamiliar tasks with little hand-holding.

A copy of my résumé is enclosed for your review. I welcome the opportunity for a personal interview at your earliest convenience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Cara J. Fielding

Enclosure