

Heather Jones  
529 East Broadway Drive  
Jefferson City, TN 37760  
Phone: 865-555-5892  
Email: [hjones@mail.com](mailto:hjones@mail.com)

February 11<sup>th</sup>, 2015

Mr. John Smith  
Human Resources Manager  
Tennessee Valley Authority  
962 North Main Street  
Jefferson City, TN 37760

Dear Mr. Smith,

I am writing to apply for the position of Business Summer Intern as advertised on the Tennessee Valley Authority website on February 10<sup>th</sup>, 2015. I am very interested in this position with Tennessee Valley Authority, and, after speaking with Steve Jones at the local career fair, I feel like I would be a great fit within your organization. I believe that my education and employment background are suitable for this position.

In May 2016, I will graduate from Carson-Newman University with a Bachelor of Science in Accounting. Among the courses I have completed, I feel like my credits in Business Communications, Marketing, Managerial Accounting, and Economics make me well-rounded in the field of business. While working on my degree, I have also worked as an intern for RE/MAX Real Estate. Because of this experience, I have been involved with many facets of an organization including accounting, sales, and advertising. Specifically, I have assisted with the development of ideas for special promotional events and aided with quarterly audits. I have also been a team leader in all of my academic projects and have been an ambitious and determined employee.

I believe that the combination of my business experience and academic experience makes me well-suited for the Business Summer Intern position. I have enclosed a copy of my resume and references for your viewing. I look forward to speaking with you and will call you within the next week to answer any questions you may have. However, if you have any questions before then, please do not hesitate to contact me at 865-555-5892 or [hjones@mail.com](mailto:hjones@mail.com).

Thank you for your consideration.

Sincerely,

(Signature here)

Heather Jones

Enclosure: Resume and References

Brandon Smith  
629 West Maple Street  
Jefferson City, Tennessee 37760  
865-555-8526  
[brandonsmith@mail.com](mailto:brandonsmith@mail.com)

June 10, 2015

Mrs. Christine Henderson  
Jefferson County High School Principal  
115 W Dumplin Valley Road  
Dandridge, Tennessee 37725

Dear Mrs. Henderson:

I am interested in applying for the Biology/Physical Science Teacher at Jefferson County High School in which I learned through the Jefferson County School Systems website on June 9<sup>th</sup>, 2015. During my student teaching semester at Carson-Newman University, I was granted the opportunity to be placed at Jefferson County High School. During my time at your school, I was very pleased with the culture among the faculty and the focus they had on improving young student's lives. I am extremely excited with the fact that I could join your great team and play a role in helping student's achieve success.

In addition to my education, my experience as a substitute teacher and teaching assistant afforded me the opportunity to interact with diverse student populations and engage them in learning. I assisted in creating lesson plans that engaged all learners by applying a variety of teaching methods. I helped in the formation of learning groups, organized individualized projects, and implemented learning style research in every lesson. My lessons were focused on using high-interest learning material, multiple means of assessment and instruction, and the utilization of technology in the classroom. Also, by tutoring undergraduate biology students, I gained vital one-on-one teaching skills that I brought with me to the classroom.

I am passionate about helping children reach their goals by building their confidence and enabling them to grow as learners. I would greatly appreciate the opportunity to meet with you to discuss how my skills and experience can meet the needs of your students. Feel free to contact me at 865-555-8526 or [brandonsmith@mail.com](mailto:brandonsmith@mail.com) if you have any questions. Thank you for your time and consideration.

Sincerely,

Brandon Smith

Enclosure: Resume

Laura Gibson  
109 Broadway Avenue Apt. 12  
Jefferson City, Tennessee 37760  
865.555.3780  
[gibsonlaura@mail.com](mailto:gibsonlaura@mail.com)

August 2<sup>nd</sup>, 2015

Ms. Caroline Jones  
Director of Human Resources  
The Coca-Cola Company  
P.O. Box 1734  
Atlanta, Georgia 30301

Dear Ms. Jones,

I am writing to express my interest in the Marketing Intern position posted on The Coca-Cola Company Careers website on July 31<sup>st</sup>, 2015. I have always been attracted to The Coca-Cola Company because of the company's ability to preserve its reputation as one of the top-tier organizations and products in the world. And, after having conversations with past intern, Sarah Smith, I have solidified my interest in this company.

As a Marketing major with a minor in Social Entrepreneurship, I have intensive study in Marketing Management, Customer Value Analysis, Advertising, and Entrepreneurship. From my studies, I have gained the communication, organizational, and analytical skills that you are seeking. Outside of the classroom, I have been a member of the volleyball team for the past three years. From this experience, I have added leadership, time management, and interpersonal skills that I believe would help in this Marketing Intern position.

I have also excelled in my part-time roles at Banana Republic and American eagle clothing companies. Working for these companies, I quickly learned to "think on my feet" and I also provided friendly customer service.

If given the opportunity, I would work diligently to make an impact at The Coca-Cola Company. I will be in the Atlanta area in two weeks, so I will call you on August 10<sup>th</sup> to hopefully arrange further dialogue. I look forward to discussing this opportunity with you. If you have any questions before then, please contact me at 865.555.3780 or [gibsonlaura@mail.com](mailto:gibsonlaura@mail.com). Thank you for your time and consideration.

Sincerely,

Laura Gibson