4460 S MacGregor Way #126

Houston, TX 77021

May 3, 2015

Dear Hiring Manager

It is with great honor and respect that I am applying for an internship position, which was acquired after recent conversations, and networking. I am elated to use my knowledge and prior work experience within the Retail & Marketing industry to make a substantial contribution to the day to today operations of your firm. As a full-time student seeking this opportunity it would not only be a blessing but fundamental to educate my knowledge and skills as a future attorney, but better advance my forthcomings as I take steps to Law School not only in the Houston, TX region but also nationwide.

As a positive team player, I have been recognized as someone with strong leadership abilities and the furthermore capabilities of reaching goals in a timely manner. As a candidate for a Bachelor of Business Administration in Marketing, I am continuously gaining knowledge in the fields of Marketing and Law. In addition to my tenure in school, I have a year’s experience in assisting the customer services departments across the field in Texas. Recently, being apart of Texas Southern University staff, I have assisted with visual and verbal marketing of the student body. I have been instrumental in the production of efficient growth and participation from students. These duties exemplify a balance in both sales and marketing, but also school.

In addition to retail and marketing industries, I was instrumental in communicating with both customers and other departments of the university. I have had the duty of a customer service representative for plectra of companies, where I not only pleased the customer but also was able to generate additional revenue. On a daily basis, I used my problem solving and critical thinking skills to improve the overall productivity of the departments and intuition. My experiences and skills without a doubt continue with the assistance and exponential growth from your establishment.

I look forward to meeting with you to discuss my qualifications and accomplishments in more detail. Enclosed is my resume if you have any questions or need any additional information please contact me at (817) 682.4847.

Sincerely,

ReJordan J. L. Carter