

September 20, 2015

Jenna Vandenberg
Fifty & Five
1604 Aviation Blvd. Ste 101
Redondo Beach
California 90278

Dear Jenna Vandenberg,

I am writing to express my interest in the Fall Social Media Intern position at your Redondo Beach location. I would like to pursue a career in Marketing, where I can continue to learn and grow while at the same time apply my abilities and skills in a position that will allow me to make a contribution to your company.

My work experience has provided me with a strong understanding of business principles and I am able to apply my knowledge to real world situations. I have experience with delegating responsibility, resolving customer conflict, point of sale, managing multiple tasks at a time and maintaining quality service in a fast paced environment. In addition, my academic background has helped me better my skills with Excel, PowerPoint and Microsoft Word. I also possess well developed skills with technology, including website design, social media and google analytics. My business experience along with my academic background has helped me to understand and apply new information, effectively communicate and meet important deadlines.

I would like to contribute to this position my exceptional work ethic, commitment to hard work and an ambition to learn. I believe I can make a positive impact in this position and look forward to discussing the opportunity with you in person.

Thank you for your time and consideration.

Sincerely,
Nikki Schmidt

Fall Social Media Intern

Fifty & Five - Redondo Beach, CA

Fifty & Five is dedicated to the execution of a professional and enriching internship program. We pride ourselves on one-to-one interaction, individual intern projects and a fun and stimulating work environment. Applicants should be willing to commit at least 18-25 hours per week at our Redondo Beach office. We are currently recruiting for our Fall Internship program which begins August/September.

Roles and Responsibilities: Social media is an ever-changing field, so although you will have some routine responsibilities, your role will require you to adapt slightly every now and then.

What we're looking for:

- Currently enrolled in an accredited academic institution
- A major in business administration, marketing, communications, or a related field
- A passion for all things Internet!
- You must have strong written and verbal communication skills.
- Intermediate to strong fluency with PowerPoint
- Fluency with the rest of MS Office Suite including Word, Excel, and Outlook; beginner knowledge of Adobe Photoshop, and HTML is helpful but not required
- Experience on popular websites, such as Facebook, Twitter, YouTube, Instagram, Pinterest and Tumblr; and/or with mobile applications, such as SMS, mobile web and media, etc.
- Must do well under pressure and be very dependable as well as accountable
- Must follow instructions well. Able to multi-task. Keeping deadlines a must
- Skilled in online research
- Diligent work ethic and insatiable desire to learn
- A strong interest in social media and marketing

administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	rehabilitating people	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
determining a problem	defining a problem	comparing results
screening telephone calls	maintaining accurate records	drafting reports
collaborating ideas	administering medication	comprehending ideas
overseeing operations	motivating others	generating accounts

teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	expressing ideas orally to individuals or groups	conducting interviews
performing numeric analysis	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information
creating meaningful and challenging work	taking independent action	skillfully applying professional knowledge
maintaining emotional control under stress	knowledge of concepts and principles	providing customers with service
knowledge of community/government affairs		

Advising people, interacting with people at different levels, providing customers with service, making decisions

I have used these at my old sales job, Sylvia's Swimwear, where I was the manager on duty and sales associate. At this job I had to interact with not only my co workers and manager, but also customers who were ranging from toddlers to the elderly. I provided customers with service by helping them find various products to fit their needs. Whenever a customer would be unhappy or have concerns, I would make decisions regarding their return or exchange for their items.

Remembering information, being thorough, selling products, meeting people, maintaining emotional control under stress, taking personal responsibility

I recently became an employee at The Bookie and these five skills have helped me throughout the training process. I have had to remember information regarding textbook sales, computers and store policies as well as be extremely thorough during each transaction. Over the past few weeks I have been meeting new people each day. During the week of "rush", also the first week of school, I have had to maintain my emotions and stay calm. I made a few mistakes at work and had to take personal responsibility for my actions and let my manager know I had made a mistake.

Handling complaints, coaching individuals, proposing ideas, serving individuals, teaching/instructing individuals

Last year I worked at Northside Dining Hall and while working there I was a cashier and I helped coach individuals and get them ready to cashier alone. I worked as both a cashier and with food preparation, so I handled many food complaints and was also able to serve individuals food.

