

## Matthew Stone

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Peter Smith  
Managing Director  
Suburb Public Relations  
1 Front Street West  
Kingston, ON  
K8N 6B7

Dear Mr. Smith:

With so many individuals applying for a position within your organization, how can you decide who is the best candidate? If you're seeking an individual who merely performs the work assigned, without any innovative leadership on their own, then I am not the person to call. However, if you seek a capable, creative, team-oriented person with a dynamic outlook on life and a strong desire to succeed in Public Relations, then you should review my enclosed résumé.

I recently graduated from the Post-Graduate Public Relations program at Loyalist College where I gained extensive hands-on experience in the Public Relations field. I have solid interpersonal skills, with the ability to interface with individuals at all levels. My strong talents in creating, writing, and producing communication pieces were used in my recent internship with United Way of Quinte, where I was responsible for all promotional material for their most recent campaign. I am highly organized with the ability to prioritize schedules and complete projects within time and budget guidelines.

My enthusiasm for Suburb Public Relations was reinforced while visiting your website. I am impressed with your commitment to serve clients and deliver results through the most innovative and effective communications programs. I am excited about the opportunity to work with an awarding winning firm whose values match my own.

I know I will make a positive contribution to your team and look forward to discussing my capabilities in more detail. I am available for a personal interview at your convenience. Thank you for your time and consideration.

Sincerely,

*Matthew Stone*

Matthew Stone

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