Jaiya L. Williams
Cell: (850) 408-5272
Email: wlj1@mail.usf.edu

Trifecta Team PR

3114 W Price Ave

Tampa, FL 33611

Dear Jack Heilig,

I am writing to apply for the Summer PR Intern position advertised on the Trifecta Team PR webpage. I believe my previous work experience and leadership roles will allow me to be a promising candidate for this internship. The Trifecta Team's long term leadership and success, from local to international scales, and the team's values of integrity, reliability, and efficiency in combination with my experience, education and motivation to excel will allow me to be a great addition to Trifecta PR team. I want to challenge and enhance my leadership, innovative and communication skills, and with this company's emphasis on the importance of these techniques as well as its success with multiple programs I believe the Summer PR Intern positon would be a great opportunity to do so.

As a third year Mass Communications/Public Relations student, at The University of South Florida, the skills gained include: time management, attention to detail, meeting deadlines, building and maintaining a brand, and the importance of effective communication. The leadership position I held, of Co-Account Manager at my university's student run PR Firm, gave me my first introduction to real-world, hands on experience within the Public Relations field. This opportunity provided me with knowledge of how to conduct a positive and effective relationship with a client, the importance of great communication skills, innovative thinking, management of web design and content and implement new ideas to elevate the brand of the client. I believe my previous experience as a product consultant at Sephora inside JcPenney and a sales associate at EarthFare healthy supermarket would also allow me to be a promising candidate for this position. My work experiences have provided me with the ability to multi-task between servicing customers while maintaining an inviting sales floor, solve problems that arise unexpectedly, communicate effectively between team members and with customers and always keeping the client as the number one priority. In addition, I am able to make successful sales of products to customers, engage and connect with clients, exude confidence, meet and reach sales goals with integrity, and leadership skills to handle tasks independently and with a team. I would be an asset to Trifecta Team PR as a Summer PR Intern with my willingness to work, personable attitude and desire to grow and gain experience in any way possible.

Thank you for your time and consideration of my application and qualifications as you consider possible candidates for the Summer PR Intern. I can be contacted at wlj1@mail.usf.edu or (850) 408-5272 and will look forward to hearing from you in the near future.

Sincerely,

Jaiya Williams