

# Bullet Point Frank

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*Whiteboard Communities*  
1195 Mount St, Palo MI 48870  
Elizabeth Stevens  
ELStevens@whiteboard.com

*mm-dd-yyyy (date)*

Dear Ms. Stevens,

I was thrilled to see the Brand and Purpose Communications Associate position posted on your website. Your mission states a desire to 'provide every client with superior service at every step.' I fully believe that expert communication is the first step to providing superior customer service. My years of communications experience along with proficient training in both Adobe and Microsoft would make me a good addition to your team.

I am attaching my resume to give you a full overview of my skills and accomplishments, but I wanted to list out some ways my experiences line up with what you are looking for.

- ✓ Designed 4 website mockups that led to media/news marketing and increased sales by 5%
- ✓ Edited content of weekly employee newspapers
- ✓ Co-Wrote weekly employee newspapers to share data and research results to better serve clients
  - ✓ Constructed over 100 business flyers and marketing brochures that included professionally constructed images and artwork.
- ✓ Developed 30 business plans that led to increased brand identity and accurate customer marketing
- ✓ Observed and sat on 2 design committees that utilized media for company branding

I am excited about the possibility of working with your team. I was inspired by your company and your brand. I will look forward to hearing from you soon and would love the chance to set up an interview or phone call.

Thank you,

*Bullet Point Frank*

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