

Questrom Alumnus

Boston, MA • Phone: 555.555.5555 • E-Mail: alumnus@bu.edu

Month day, year

Name

Position

Company Address

Dear XXXXX:

I am writing to submit an application for the *(Position Title)* at *(Company Name)*, a position brought to my attention through your listing on Boston University's Handshake. I am currently working as an Associate on the L'Oréal International account at *(Current Company)*, a global media company, and am looking to transfer to a role where I can use my skills in *(Skill a,b,c)* in an increased capacity. Through my research, I have learned that *(Company Name)* would be an ideal place for me to bring my motivated spirit and professional skill set in order to assist your company in delivering the best customer experience and expanding your consumer base. My experience in fast-paced work environments, strong communication skills, and highly adaptive work patterns would make me an ideal candidate for this role.

In my current role as an Associate at *(Current Company)*, I work closely with a team of five superiors to ensure that all media plans, financial submissions, and quarterly reports align with the values and strategies desired by L'Oréal. My role helps to ensure that a cohesive marketing approach is applied to all aspects of media buying at an international level. My day-to-day work entails communicating with international media planning counterparts to ensure the financial and strategic accuracy of all submissions before they are sent to the client. In this process, I have also helped implement a new online platform, using *(System Name)*, to increase the efficiency of these submissions in the future. This role has given me an opportunity to expand my knowledge of the media industry by working with a thoroughly experienced team, while also honing my communication skills, attention to detail, and familiarity with platforms such as Media Ocean, Prisma, and Excel.

In addition to my experiences as an Associate, my teaming experiences as a student at Boston University will also allow me to be an asset to your company. During my time at Boston University, I engaged in a semester long course that enabled me to work in collaboration with a group of ten students to create a 100-page business plan including operational activities, financial statements, and marketing campaigns, for a new product we invented. This team project gave me exceptional real world business experience while also teaching me the importance of being a trustworthy and respectful team member.

I am eager for the opportunity to bring my unique perspective, positive attitude and experience working with international teammates to *(Company Name)*. Please feel free to contact me at alumnus@bu.edu or at (555) 555-5555. Thank you in advance for your time and consideration.

Sincerely,

Questrom Alumnus