

# Julia Roberts

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Today's date

Donald Trump  
Chief Executive Officer  
Trump Real Estate  
1234 Golden Road  
Palm Beach, FL 12345

Dear Mr. Trump,

I have spent that past three years pursuing a degree in business and am seeking an opportunity to apply these educational skills to a work force setting. I know you seek candidates who are hard working and willing to take the initiative. Both these characteristics have driven my ability to succeed in the past, and are why I think I would be an excellent fit at Trump Real Estate. I am writing in anticipation for our mock interview on (**Insert date**), and to briefly explain my interests in possibly pursuing an internship opportunity with your company. From reviewing your company's mission of "demonstrating true professionalism and dedication to our work", I know I could contribute to your company's culture. The following will further explain my skill set and how I plan to contribute to Trump Real Estate's mission.

Over the last several years I have developed strong leadership that I plan to utilize in the work environment. As a student athlete, I have gained a healthy sense of competition, enhanced through self sacrifice, a strong work ethic, and remaining focused on constantly improving myself. These characteristics were noted by team members, which resulted in being voted as team captain for the past two season. With this honor, came responsibility, and I felt it was my responsibility as captain to develop a strategic plan for our team to function well together both on and off the court. This effort paid off, and resulted in our team obtaining all conference runner up. I understand the importance of accountability, critical thinking, and dealing with adversity. While I have experienced these skills through sports, I know they will serve me well at your company.

Finally, if granted an internship opportunity, one way I feel I could contribute is through your marketing efforts. I noticed on your company's website you have not established a connection with clients through social media outlets. From past experience, I have learned that social media can be a great way to further reach a new client base and would be interested in exploring how I could bring that to your company. This is possibly something we could discuss further in our mock interview as well.

Enclosed you will find a copy of my resume that further explains my work history, along with my qualifications. Thank you for taking the time to review my application materials and to set up an opportunity to meet with me through a mock interview. I look forward to meeting with you.

Sincerely,

Julia Roberts  
Enclosure: Resume