Audra Brady

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Allentown, PA 18103

610-737-8244

August 27, 2012

Mr. Bill Avington

Director of Marketing and Communications

St. Joseph’s Preparatory School

1733 West Girard Avenue

Philadelphia, PA 19130

Dear Mr. Avington:

I am writing to apply for an internship in the Communications and Alumni Department for summer 2012. I heard about this position from one of your co-workers, Maryellen Anastasio. Currently I am a student at Marist College studying Public Relations. I would appreciate the opportunity meet with you and discuss a possible internship.

I have worked for employers in the past monitoring their social media websites and working with Photoshop. Also, I have worked with many different people from all over the country any where from New Jersey to Florida to California, which has taught me to work well with others. I am efficient in my work by meeting deadlines and have helped increased customers for one of the employers. Solving problems regarding miscommunication, and determination are also qualities that I possess.

I appreciate your consideration. I look forward to hearing from you soon, and will be in touch by phone within the next week. Please feel free to email me with any questions at [audrabrady@gmail.com](mailto:audrabrady@gmail.com).

Respectfully yours,

Audra A. Brady