

Marketing and Strategic Communications  
The Ohio State University  
340 Student Academic Services Building, 281 West Lane Ave

Dear Hiring Manager:

I am writing to express my interest in the Program Coordinator that was advertised on Indeed.com. I believe my education, skills, and personality fit your needs for this position.

In my internship at Brandt-Roberts Galleries, I assisted with writing press releases, creating social media posts, and initiating invitation letters to media outlets, gallery clients, and associate artists. This experience helped develop my professional and writing skills for institutions and businesses. I have also developed strong writing and bilingual skills through my internship with a news organization, College Daily, based in New York. I have leadership experience through training new employees at OSU's Recreation & Physical Activity Center.

During my experience as a reporter at The Lantern, I developed excellent written and verbal communication skills and I identify myself as a skilled writer with good command of the AP style. This experience allowed me to develop my multimedia skills such as video editing, photoshop, and the ability to use most Adobe products.

As a successful international student, I've developed a resilience and can-do mindset that will add to your positive team culture. I believe my attached resume provides a complete account of my qualifications. I would love to further discuss this internship opportunity with you.

I appreciate your consideration,

A handwritten signature in black ink, appearing to be 'Yuting Yang' with a stylized flourish at the end.

Yuting Yang  
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