

**Cara Introcaso**  
**Lincroft, NJ 07738**

Dear Hiring Manager,

In response to the position of Publishing Operations Coordinator at Songtrust, I would like to introduce myself as a candidate. I am a recent graduate from the State University of New York at New Paltz in May, 2018 with a major in Finance and a minor in Economics, with more than 3 years of professional experience.

During my time at SUNY New Paltz, I upheld multiple jobs, including my role as Project Manager at a successful startup media company, Skytop Strategies. Working at Skytop while in school allowed me to gain market insight, and to stay up to date with emerging corporate issues and the financial landscape. For over two years, I worked half-time and managed to increase sponsorship sales revenue by 20% while maintaining Dean's List every semester as a full-time student. I was given a merit-based promotion and raise after 16 months for demonstrating loyalty and ability to adapt to my role.

A month following my graduation, I began working as a Project Manager at Mediaplanet, a content marketing campaign publisher. I was responsible for coordinating of all facets of multiple campaigns' launches under critical deadlines, including editorial, distribution partnerships, advertisements, and financing. After having worked here for half a year, I am keen to find a position that better aligns with my passions and allows for growth opportunities. I crave a work environment centered around the welfare of the employees and the betterment of their consumer base.

I am a jack of all trades, able to perform a wide variety of tasks and to work collaboratively across internal and external teams. Though my degree is in Finance and my experience spans sales and customer relations, my passion has always lied in music, and for over a decade I have been performing, researching, and now producing music, which adds to my desire to work for a company like Songtrust. Above all, I bring a warm, humorous presence to the offices I have worked in, because enjoying day-to-day life need not be sacrificed in order for a company to thrive.

I look forward to the opportunity to work with the Songtrust team, and to contribute to the prosperity of the company. Thank you for your time and consideration in advance! I look forward to hearing from you.

Best,

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