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21 August 2024

Hiring Committee

NC National Guard Association (NCNGA)
Raleigh, NC
info@ncnga.org

Dear Hiring Committee,

I am excited to apply for the Marketing & Communications Intern position at the NC National Guard Association (NCNGA) in Raleigh. As a Communications student with a concentration in Public Relations at NC State University, I am eager to gain hands-on experience in marketing and communications, and I believe my background and skills align well with the qualifications you are seeking.

In addition to my marketing skills, I am proficient in Microsoft Office Suite and have experience with data entry and administrative tasks. I am detail-oriented and organized, which allows me to maintain accurate records and support various office functions effectively. My ability to work both independently and collaboratively will enable me to contribute meaningfully to your team and assist with special projects and events.

The opportunity to contribute to a nonprofit that supports the NC National Guard is particularly appealing to me. I am enthusiastic about the chance to learn more about nonprofit marketing and communications while contributing to an organization with such a vital mission.

Thank you for considering my application. I look forward to discussing how my background aligns with the needs of NCNGA. Please find my resume attached for your review. I am available at your convenience and can be reached at 910-470-4022 or alrich23@ncsu.edu

All the best,

Abigail Richardson