

① Heading

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Janet Merrill
Director of Marketing
938 Merryweather Way
Scranton, FL 29365

Dear Miss Merrill,

② Greeting

③ Introduction

Last month, my supervisor pulled me aside and told me if she ever needed someone to put together an Everest expedition, she'd choose me. I've always been great at balancing friendly communication alongside logistics and efficient scheduling. These are just two of the skills I'd love to bring to the Project Manager position at wikiHow, overseeing and growing new projects!

Over the past summer, I completed an editorial internship for a local magazine reviewing articles for the website. The casual tone I used in revisions enabled me to cultivate a good rapport with over a dozen writers, showing the passion I have for both content and the people who produce it. Because of me, the magazine generated an average of 3 more daily articles. Having coordinated the transformation of many columns from rough early stages to final edits, I plan to leverage that same creativity and precision when leading others in successful wikiHow projects.

④ Body Paragraphs

Before that, I interned as an executive assistant managing scheduling for various departments. Initially, my supervisor would repeatedly arrive late, turn down, and miss meetings because he was overwhelmed by all the places he was asked to be. With my superb time management and communication, I prioritized his most important tasks and reorganized his schedule to accommodate 2 additional weekly meetings. Because I consistently seek to optimize my workflow and make tasks as efficient possible for those around me, I know I'll be able to manage any project well.

As someone who works well in small, eccentric, but highly effective teams, I'd be a natural fit at wikiHow. I'm excited to lead others in helping wikiHow teach everyone on the planet how to do anything. Thank you for taking the time to read my cover letter. I look forward to hearing back from you about any questions you may have or a potential interview.

Sincerely,

⑤ Conclusion

Kit Smith