

Dear Hiring Manager,

My name is Mikaela Haas, and I am currently a senior at Purdue University. I am majoring in Professional Writing and Creative Writing while also minoring in Communications. I am also fluent in graphic design. I am interested in this job to advance my communication and writing skills, extend my knowledge and experience in the field, and begin my adult life.

My decision to pursue a degree in writing and communications is mainly because of my cousin, Adam Schefter. For years, I have watched him work nationally in the media industry, and he has given me wonderful advice and tips on ways to improve my writing abilities. His impact has driven me to work hard and find success as a writer, collaborator, and creative.

I have worked 6 jobs since high school that have developed the interpersonal skills needed for this job. I also have always been ahead in my major since I have taken several professional writing classes earlier than usual. This has provided me with more knowledge of the subject than other students and more practice with the skills I have learned. Furthermore, I designed a line of stickers after learning how to use Adobe in one of my classes, so I have already taken some of the skills learned from class and applied them to my business startup. My business is called Essentially Sticky. I have stickers being sold all over Colorado, and I have recently started selling magnets, pins, and keychains as well. My sticker work can be found on the website listed on my resume.

During my first internship at You Press in London I gave 8 interviews to professionals working with young people and helping young people strive and grow no matter where they are in life. I transcribed these interviews, coded them, and then wrote 8 in-depth articles about how each one of these professionals is making a difference in the community. I also used Adobe Illustrator to create graphic elements to go with 4 of the top change maker's articles. This task was for a project called Untold Stories. These interviews and articles can be found on You Press's Instagram, LinkedIn, YouTube, or website. On top of managing this project, I created social media posts for the company's TikTok account. I also helped out with professional emailing and other small things.

This summer I had an internship where I worked for a branding company called Blue Bird Branding. I learned many new things and added much to my skillset. I created logos to be pitched to different companies using Adobe Illustrator, I created nutrition labels for a vitamin company, and I created graphic dolls to become cardboard prints for a charity event. I also wrote blog posts, copy-edited many websites, wrote around 3,000 words for one website alone, and created taglines and poster slogans. This internship has pushed me both technically and creatively.

I currently work at a hair salon on the Purdue campus. I balance a 14 hour work week at my internship, while going to school full time. This job has helped me become extremely detail oriented and taught me all about marketing on social media. I help post on their Instagram, create flyers on Adobe Illustrator that have been displayed all across campus, and updated Henni's worker guidebook.

My experience and hardworking mindset will prove to be beneficial for your company. This opportunity will also expand my professional writing skills, and I can apply the knowledge obtained to other aspects of my life. I am a punctual, flexible person with great time management and judgment, and I am not afraid to ask questions when needed. Moreover, my top three qualities would be my tenacity, creativity, and loyalty. I put 100% effort into any opportunity that arises, I would provide substantial value to the company since my background involves a lot of writing experience from many genres, my ability to adapt, and my communication skills as well.

I can be reached at mrghaas@gmail.com regarding any questions or concerns. Thank you for your time and consideration, and I look forward to hearing from you in the future.

Sincerely,

A handwritten signature in cursive script that reads "Mikaela Haas". The signature is written in dark ink and is positioned at the bottom of the letter, below the word "Sincerely,".