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# To Whom it may concern:

Having spent the last four years studying business at Bridgewater College I was compelled to contact you with my interest in the job. In hopes of being considered for this position I have included a brief outline on my background and qualifications for your review. I believe I could make a strong addition to your team and offer the following highlights of my experience and skills to support my candidacy:

* A degree in Business Administration with minors in Leadership and Philosophy
* Understanding of software such as Microsoft Office tools and Canva
* Internship experience with Digitech Marketing and ID technologies
  + Which lends to my understanding of working in an office and on a team

Moreover, I possess excellent communication, leadership, and problem-solving skills. For a greater presentation of career contributions and achievements, please see my resume as follows.

Sincerely,

Marlee J. Carroll

# Experience

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| June 2018 – September 2018Digital Marketing Intern, Digitech Marketing Created online advertisements for multiple social media sites and how to interpret data based on how those advertisements performed. I learned how to market for different groups. |
| June 2019 – august 2019Sales Intern, ID Technologies Provided administrative support of federal contracts. Assisted in order tracking and became proficient in the use of programs such as Salesforce (CRM) and MS Excel. |

# Education

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| Senior, Bridgewater College This May, I will be graduating with my degree in Business administration and a minor in leadership and philosophy. I have finished this past semster with a 3.6 GPA. |
| 2017HIgh school Graduate, South carroll High school I graduated high school with a 4.2 GPA. I took multiple AP and honors classes. I received AP scholar with distinction which is awarded to students who average a minimum of 3.5 on all their AP exams and score 3 or more on at least five of these exams. I was also a part of the National Honors Society, and I was one of the few students inducted as a sophomore. |

# Skills/ Software Knowledge

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| * MS Excel * MS PowerPoint * MS Access | * MS Word * MS Publisher * Canva |

# Activities

Flory Honors Fellow- Members of Bridgewater college who maintain a 3.5 GPA and are oriented toward academic success.

Bridgewater Softball- I am a member of the Bridgewater College softball team. Being a college athlete has taught me a lot about time management and working with other people.

**Refences can be provided upon request.**