**Jane Lane**

123 Ace Place • Syracuse, NY 13224

(315) 987-6543 • [janelane@email.com](mailto:janelane@email.com)

April 25, 2020

Christina Smith, Recruiting Manager

Girls Who Code

28 West 23rd Street, 4th Floor

New York, NY 10010

Dear Ms. Smith:

As a former intern for Birchbox, I’m equipped with the necessary drive to make an immediate impact in the digital space where female visionaries are at the helm. When I saw an opening for a digital media intern at Girls Who Code, I couldn’t help but apply. My social media management skills, combined with my strong communication and time management, make me an ideal fit for this role.

My time as a communications intern at Birchbox equipped me with social media management skills that will translate well into the digital media internship. I oversaw the company’s Facebook, Instagram, and Twitter accounts, comprised of over two million followers, by scheduling twice-weekly posts and creating engaging content, ultimately helping to grow subscriptions by 10 percent. From this experience, I honed my ability to manage multiple platforms at once. Additionally, my experience as a writer and editor for The Daily Orange has developed my communication and time management skills. Each week, I coordinate with senior staff members, writers, and photographers to make sure that community events are covered, and deadlines are met. I thrive in a busy environment, and I am prepared to bring this enthusiasm for handling and prioritizing simultaneous projects to Girls Who Code.

Thank you for your time and consideration. I look forward to learning about how my skills might fit with your team’s goals, and I will be in touch in a few weeks to set up a time to speak.

Sincerely,

Jane Lane