

# Catherine Elizabeth Pylant

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November 3, 2010  
Smith Smith

Full Circle PR

3001 N. Rocky Point Drive E., Suite 200

Tampa, FL 33607

Dear Ms. Smith,

I am a mass communications student, obtaining my degree in public relations. I am interested in applying for your Communication PR spring internship position.

At Intern Queen Inc. I work with CEO Lauren Berger and the other interns in order to accomplish goals that were set at the beginning of the semester. By heading various projects such as researching and targeting key influencers along with pitching new programs to influential individuals around the country, I successfully assisted in generating more awareness about the company. By the midpoint of the semester we launched a campus ambassador program with nearly 50 students around the world, hit our social media numbers goal and started a syndicated newspaper column on various campuses in the United States.

Through my research, I have found Communications PR has a strong belief in upholding a proactive public relations program with strategically driven services that are effective and accountable in the health care field. I also believe strongly in conducting business in a proactive way that values the client and results in a favorable outcome.

I would love an opportunity to intern at Communications PR to see what the experience of a PR practitioner in the healthcare field is like. Also, finding out this internship program is dynamic, rewarding and fun makes me excited about the opportunity!

I look forward to speaking with you in the near future. Thank you for your time and consideration.

Best,

Catherine Pylant

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## Objective

To secure an internship position in an effort to gain experience in the public relations field with the possibility of future employment

## Skills

- ♦ Works well in fast-paced environments
- ♦ Self-motivated and competitive
- ♦ Strong verbal and written communication skills
- ♦ Dependable and can work without supervision
- ♦ Ethical and friendly
- ♦ Experienced with: Adobe Design Suite, Wordpress, Microsoft Suite, and popular social media platforms

## Employment

*Intern Queen Inc.* *Los Angeles, CA*  
*Virtual Intern* *August 2010-Current*

- ♦ Assist CEO Lauren Berger with organizing, scheduling and administrative duties.
- ♦ Head and assist with various programs reaching out to influential figures on campuses and around the world.
- ♦ Use popular social media platforms to inform users about the significance of internships and raising awareness of the Intern Queen website.

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*Intern Queen Inc.* *Los Angeles, CA*  
*Brand Ambassador* *August 2010-Current*

- ♦ Raise awareness on my campus about Intern Queen Inc.
- ♦ Meet with various organizations and guest speak about the company and internships.
- ♦ Network with other ambassadors in the program across the nation in order to complete projects.

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*COCARD* *Tampa, FL*  
*Social Media Manager* *July '09-Current*

- ♦ Create and maintain social media websites for the company while creating buzz for company.
- ♦ Promote new products and news releases.

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*Maniscalco Elementary School* *Tampa, FL*  
*Group Leader* *August '09-May 2010*

- ♦ Developed and Implemented educational interactive programs for elementary level students.
- ♦ Worked with various forms of media and technology to present educational entertainment and stimulation to students of diverse ethnic and cultural backgrounds.

## Education

*University of South Florida* *Tampa, FL*  
*Bachelor of Science in Public Relations; Minor in Leadership* *Fall 2011*

- ♦ Member of Public Relations Student Society of America
- ♦ 3.4 GPA