



Professional Consulting

July 12, 2017

Dr. Marcia W. DiStaso
Associate Professor and Chair
Department of Public Relations
College of Journalism & Communications
PO Box 118400
Gainesville, FL 32611-8400

Dear Dr. DiStaso:

We are thrilled to have Student join our Public Relations department for their fall internship. In doing so, we feel they are going to receive a first-hand learning experience in their field of study in an atmosphere that is both challenging and fun.

During their time with us, they will be working very closely with the Public Relations Coordinator to assist in day-to-day tasks of the department, which include the following:

- Proofreading, working with AP style
- Prepare agendas, clippings, collateral for client meetings
- Attend client meetings, media coverage
- Filing magazines, clips and vendor files
- Assist with purchase orders, Internet research
- Dissemination of press releases, media alert, calendar listings
- Layout event invitations, posters, magazine covers, etc. for reprints
- Using Photoshop and other computer programs
- Learn the operations of the office, assist in office management
- Contact vendors to request quotes
- Maintain RSVP's for events
- Pre and post event releases
- Media releases
- Feature stories

Please feel free to contact me if you have any questions.

Best Regards,
(Signature)

John Doe
Public Relations Director

5432 Any Street West
Townsville, State 54321 USA
(543) 555-0150 (800) 555-0150
(543) 555-0151 fax
www.adatum.com