

Erich Kraus

2914 Fels/Wagram, Wagramstrabe 44, Austria
ekraus@gmail.com

July 9, 2009

Dear Ms. Mitchell:

I am writing to express my interest in an internship with your company. I graduated in 2007 with a Marketing degree from the University of Vienna, and I am currently working as an Online Marketing Coordinator for Weber Maxl & Partners, a law firm in Vienna.

In my previous positions, as a Marketing Intern at Passagen Verlag and as a Field Marketing Coordinator for Reindl & Company, I had the opportunity to use my education while gaining new skills. In both cases I worked as part of a team where my communication skills and calm approach to solving problems were appreciated. As an Online Marketing Coordinator I am learning valuable search engine optimization skills, which will make me a more competent marketing professional in a variety of settings.

An internship at company name would allow me to broaden my horizons even further and deepen my understanding of the field of Marketing, and I believe I would be an energetic and positive addition to your team. I am hoping to begin an internship in September 2009, and I would welcome the opportunity to speak with you in person. I can be reached at 617.555.1343 or via email.

Sincerely,

Erich Kraus

Erich Kraus

2914 Fels/Wagram, Wagramstrabe 44, Austria
ekraus@gmail.com

PROFESSIONAL EXPERIENCE

8/07-Present **Online Marketing Coordinator**
Weber Maxl & Partners, Vienna

- Manage web site content and communicate changes and updates to the rest of the team
- Partner with communications team to implement web site changes
- Develop and execute SEO strategy
- Improve web site user experience

8/06-6/07 **Marketing Intern**
Passagen Verlag, Vienna

- Executed marketing efforts for poetry and other titles
- Created and updated online marketing pages
- Coordinated traffic of catalog pages and galley copy
- Performed administrative departmental tasks as needed

9/04-7/06 **Field Marketing Coordinator**
Reindl & Company Marketing, Vienna

- Managed seminar and event registration and attendees
- Provided field event support, including venue selection and event logistics
- Tracked and followed up on customer leads
- Responsible for data collection, input, reporting, and analysis

EDUCATION

09/03-05/07 **University of Vienna, Vienna, Austria**
Degree Program: Marketing

ADDITIONAL INFORMATION

Computer: PC and Mac proficient, MS Office Suite, HTML, Photoshop, Illustrator, In Design, Outlook.

Languages: Fluent in English and German, basic Spanish, Czech, and Russian.

Activities: Vice President of Students' Council, University of Vienna, 2006/2007