

June 25, 2009

To Whom it May Concern,

I am currently a senior at Troy University majoring in print journalism with a contract in public relations. I will be graduating July 24, following my 10-week internship at the Montgomery Museum of Fine Arts and looking to begin my profession in public relations after graduation.

Throughout my studies at Troy University I have become skillful in Microsoft Word, PowerPoint, Excel, Adobe Photoshop, InDesign, and Dreamweaver. While interning I have written many press releases for events and for exhibitions as well as had a hand in organizing the quarterly publication. I also am responsible for preparing weekly mass e-mails.

I am a member of the Advertising and Public Relations (Ad/PR) Society for the second year and served as Vice President during the school year. In Ad/PR I developed a magazine ad for the Nutrition Center in Troy, Alabama. Our group worked together and developed many elements for the center to use in both advertising and public relations. This year, as vice president, I managed a group of students who developed advertising and public relations tools for a local business.

You can contact me at the email address/phone number below. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Brantley Kirk

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Phone: 334.462.0382

Brantley Clark Kirk
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121 Eton Rd., Montgomery, AL 36109
334.462.0382

EDUCATION

01/07- PRESENT

TROY UNIVERSITY

Troy, AL

Bachelor of Science
GPA: 3.511/4.0

Major: Print Journalism/Public Relations
Anticipated Graduation: July 2009

- Chancellor's List
- Provost's List
- Advertising and Public Relations Society Vice President
- Delta Epsilon Iota Honor Society member
- College of Communication and Fine Arts Dean's Scholar

08/05-12/06

AUBURN UNIV. MONTG.

Montgomery, AL
Transferred

Core Curriculum

- Dean's List

WORK EXPERIENCE

INTERN: 05/09-present

Montgomery Museum of Fine Arts

Montgomery, AL

- Writing Press releases for art exhibits and Museum events.
- Preparing quarterly publication.
- Researching new marketing ideas for exhibits and events.
- Improving time management skills.
- Preparing mass e-mails and updating the website.

SALES ASSOCIATE: 02/07-08/08

Wise Office Supply

Troy, AL

- Maintained stock within store.
- Prepared and ordered school supplies for surrounding schools.
- Inputted accounts payable.
- Answered phones in a professional manner.
- Helped customers make appropriate decisions on office supplies and furniture.
- Secured discounts with timely payments.

SERVER: 05/06-12/06

Cornerstone Catering and Café

Montgomery, AL

- Ensured all guest's needs were met.
- Improved customer service skills.

SERVER: 08/04-05/06

Eastside Grille

Montgomery, AL

- Improved customer service skills.
- Managed time appropriately.
- Properly prepared opening needs in a timely manner.

SALES ASSOCIATE: 09/03-08/04

George Williams Tux Shop

Montgomery, AL

- Prepared weekly profits statement.
- Prepared payroll for all employees.
- Helped customers in choosing appropriate attire for different occasions.

REFERENCES

References are available on request.