

Billy Beach

Long Beach, CA - 562-123-4567 – billy.beach@student.csulb.edu

The Walt Disney Company
1200 Grand Central Ave.
Glendale, CA 91201

Dear Jeanette Mullen,

It was a pleasure connecting with you on LinkedIn. I am writing to apply to the Product and Rights Distribution Management Intern position at The Walt Disney Company. I am currently enrolled in the Master of Business Administration program at California State University, Long Beach and I am confident I am well suited for this internship due to my breadth of knowledge that spans across the social sciences, business, and technology. With Disney, I want to contribute my experience, ideas and cultural background to continue to diversify its story.

Upon graduating from California State University, Fullerton, I began my professional career in healthcare administration. Communication and documentation are critical in the healthcare field because of the high-profile audits regarding protected health information. My company obtained a contract with Medi-Cal as I started my care worker position. Since the contract was a new line of business, I helped develop new systems and processes for data documentation and care coordination. As part of this project, I created Excel systems that filtered, analyzed and graphed member data. With my newly suggested implementations, care managers were able to quickly access member information and improve care coordination workflows. As I pursue my MBA, I want to utilize my communication and documentation skills to effectively collaborate with Disney's team members to improve planning and execution of goals.

Being part of any successful organization requires strong time management skills and the ability to prioritize. I decided to step outside my comfort zone and create a brand that would benefit others. After two years of planning with a team of professionals, I launched an original e-commerce brand inspired by Japanese art called Pastelle Promise. Through this experience, I have learned to set and manage defined delivery schedules to effectively communicate and meet expectations of stakeholders such as team members, customers, and product manufacturers. With my experience, I will apply my technical and interpersonal skills to benefit Disney's product owners through diversity and innovation.

Thank you for your time and consideration. I would like to meet with you to further discuss my skills and experience. Please contact me at 562-123-4567 or billy.beach@student.csulb.edu if you have any questions.

Sincerely,

Billy Beach