

First and Last Name

5555 Crescent Parkway, Amherst, NY 14223

(716) 689-3511

Lastname17@bonaventure.edu

March 27, 20xx

First Name Last Name

Director of Human Resources

ABC Enterprises

Tucson, AZ 85641

Dear Director of Human Resources:

In May of this year I will graduate from St. Bonaventure University with a bachelor's degree in Communications. My willingness to work hard is evident from the fact that I have held a part-time professional position concurrent with my studies. In addition, I have completed over 400 professionally relevant internship hours. As a result, I believe I have developed a realistic view of the demands, expectations and challenges of the business world.

I would welcome the opportunity to discuss opportunities with your company. My energy, organizational and technical abilities, and overall professionalism along with my demonstrated ability to work independently, as well as in a team dynamic, to achieve organizational goals will allow me to make an immediate impact. I have always been able to establish and maintain excellent relationships with co-workers and customers at all levels. A snapshot of my professional skills includes the following:

- Client relations, research and website development strengths gained as a marketing intern for the Greater Olean Economic Development Organization
- Excellent writing abilities as evidenced through the development of weekly press releases for the University's Office of Marketing and Communications
- Leadership experience gained through executive roles with two prominent campus organizations
- Public speaking and presentation skills developed through 3 years as a Student Ambassador for the Office of Admissions

Please consider me a serious candidate for a position with our company. I look forward to a personal meeting so that I can provide additional information on how I will add value to your organization.

Thank you for your consideration.

Sincerely,

First and Last Name

First and Last Name

458 Helena Ave., Syracuse, NY 13201 • (307) 456-8215 • lastname16@bonaventure.edu

May 17, 20xx

First Name Last Name, Superintendent
Dansville Central Schools
Dansville, NY 14437

Dear Superintendent Last Name:

I am contacting you at the suggestion of First Name Last Name, the principal of your elementary school, who I had the pleasure of meeting at Teacher Recruitment Days in Buffalo, NY last month. He/she/they felt that my background and experience would be an excellent match for the second-grade teaching position with the Greece Central School District. I will be completing my M.S.ED in Childhood Literacy at St. Bonaventure University this May and also hold certification in Childhood Education and Early Childhood Education.

My record is one of solid accomplishments in my teaching curriculum at St. Bonaventure University as well as in my student teaching placements at multiple grade levels. Among my qualifications are the following highlights:

- Demonstrated ability in taking academic subject matter and “making it come alive” for students through well-planned, hands-on activities that foster development of creative and critical thinking skills
- Recognized by school administrators and faculty for classroom management skills and the ability to create a positive and productive learning environment
- Proven ability to consistently and appropriately individualize instruction, based on students’ interests and needs
- Recognition as the Al Nothem Student Teacher of the Year award for excellence in the Education curriculum at St. Bonaventure University

I am confident that my background provides the skills you require for the second grade teaching position with your district and that through an interview I would demonstrate that my expertise and passion for teaching would be an excellent addition to your educational program. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

First and Last Name