

First and Last Name

2345 Wildwood Avenue, Salamanca, NY 14779

lastname21@gmail.com

716-244-1234

August 6, 20xx

First Name Last Name, Human Resources Manager

Olean Medical Group

11 Main Street

Olean, NY 14760

Dear Human Resources Manager:

I am writing to express my interest in the Staff Accountant position with the Olean Medical Group listed in the Olean Times Herald on August 8, 20xx. I received my Bachelor's degree in Accounting this past May from St. Bonaventure University, graduating with honors.

I have relevant accounting experience acquired through my summer 20xx internship with Grant Thornton LLP where I used my analytical skills to improve cost saving strategies within the company; saving the firm thousands of dollars over the course of the year. I also strengthened my communication skills and have proven my ability to be a quick-learner and adapter when placed in a fast-paced work environment. Additionally, this experience has shown me the value of professionalism and has equipped me with the knowledge and work ethic required for long-term success in the accounting field.

During my college years I worked during the summer months at the Olean Federal Credit Union where I was a temporary employee filling in as a relief worker across several banking areas. During my senior year, I worked part-time in the St. Bonaventure University Business Office performing various work functions that dealt with cash balances, fee collections, statement auditing, debt collection, and report writing. I also further enhanced my technical skills through extensive use of Excel.

I am confident that the combination of my work experience and educational background has adequately prepared me for making a strong contribution to the Olean Medical Group as a Staff Accountant. I look forward to the opportunity to further discuss my background in relation to your organization's needs. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

First and Last Name

First and Last Name

794 Elm Street, Orchard Park, NY 14127
Phone: 716-244-4512 • Email: lastname25@gmail.com

April 12, 20xx

First Name and Last Name, Superintendent
Webster Central School District
Webster, NY 14580

Dear Superintendent Last Name:

It is with great enthusiasm that I submit my credentials for the High School Mathematics Teacher opportunity posted on your website. I am confident that my experiences and educational background will allow me to make a positive impact on the Webster Center School District community. Your commitment to ***“Educate and empower all students to strive for excellence as life-long learners”*** is one that resonates deeply with me and has shaped my preparation as an educator.

I am currently pursuing a bachelor’s degree in mathematics and secondary education and will graduate from St. Bonaventure University this coming May. I am particularly interested in utilizing my skills and knowledge in a high school setting. As a student teacher, my main goal is to emphasize conceptual understanding of math topics presented in class and facilitate connections between current lessons and students’ previous knowledge.

I encourage learning by using a number of different manipulatives, hands-on activities and state of the art technology. By incorporating class discussions and cooperative learning I am able to maintain a highly interactive and inquisitive learning atmosphere. Additionally, I continually assess student progress to recognize success, identify and correct areas of weakness and prepare students for Regents examinations and the SAT.

I truly believe that we are all life-long learners and would love the opportunity to share this belief with the students of the Webster Central School District. I hope to soon discuss with you how my experiences and abilities can best meet the needs of your district. Thank you for your consideration.

Sincerely,

First and Last Name

First and Last Name

422 Powell Avenue, Rochester, NY 14602 • 757-555-4550 • Lastname17@bonaventure.edu

April 29, 20xx

Human Resources Department
Rodale, Inc.
33 East Minor Street
Emmaus, PA 18098

Dear Human Resources Representative:

Please accept my credentials as application for the Editorial Assistant position for the Women's Health Books department (Job number: GO 02-032) of Rodale Publishing I believe I am the ideal candidate for this opportunity and am ready to jump into the position, taking all tasks head-on with interest and excitement. My Bachelor's degree in Communications from St. Bonaventure University, coupled with my detail-oriented nature and proven organizational, writing and editing skills will allow me to make immediate contributions to your department.

As the Features Editor of our University's weekly campus newspaper, *The Bonaventure*, I am skilled in meeting deadlines under pressure and delegating responsibilities while fostering an environment of teamwork. I demonstrate excellent proofreading, editing and layout and design abilities and take great pride in knowing the articles under my responsibility are accurate and informative. I have also been a contributing writer of weekly stories and editorials since my freshman year.

Additionally, my semester-long magazine writing class was one of the most rewarding and invaluable journalist experiences I have had. Working with a team of six to build from scratch a women's magazine, *Her Voice*, I held the roles of Assigning Editor, Writer and Copy Editor. I would use all the skills gained from these experiences to their full potential as your Editorial Assistant to proofread and polish each piece of writing to the quality expected of Rodale.

I would welcome the opportunity to further convey my skills and enthusiasm for joining the Rodale team in an interview. Thank you for your consideration of my qualifications. I look forward to speaking with you soon.

Sincerely,

First and Last Name

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

234 Wildwood Ave., Olean, NY 14779

lastname12@gmail.com

(716) 244 0237

July 12, 20xx

First Name Last Name, Superintendent
Dunkirk Central School District
Dunkirk, NY 14048

Dear Superintendent Last Name:

It is with great interest that I enclose my resume for the Kindergarten teacher position with the Dunkirk Central School District. I am confident you will find my academic preparation and teaching experiences gained through St. Bonaventure University's School of Education, along with my commitment to diversity and inclusion, will benefit the students of your district.

As a student teacher at multiple elementary grade levels, I have had the chance to teach a diverse group of students including those challenged by autism, learning disabilities and non-compliant behavior, as well as those functioning below and above grade level. I have demonstrated skill in the ability to adapt instruction to meet the needs of different styles of learners to ensure the best possible educational experience for my students. I am skilled in developing and implementing daily lesson plans, assessing and analyzing student performance, and cultivating a classroom environment conducive to learning and growing, both academically and characteristically.

Currently, I serve as a Lifestyle Advisor for my University's Ally Building Network. In this role, I organize and facilitate workshops to identify stereotypes of race, gender, religion and culture. As a collaborative team member, I am actively engaged in developing on-campus activities devoted to community building and embracing diversity.

It would be an honor to teach your students and serve a district that maintains high educational standards and supports students with both their academic and personal growth. I would welcome the opportunity to meet with you to discuss how my skills, experience and cultural competency will add value to the Dunkirk Central School District's educational team. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

First and Last Name

First and Last Name

lastname@bonaventure.edu • (716) 567-2345

May 14, 20xx

First Name Last Name
Director of Human Resources
Aldine Central School District
Houston, TX 77001

Dear Director of Human Resources Last Name :

In reviewing your website, I was excited to learn that you are seeking a School Counselor at the high school level. I enthusiastically submit my credentials for your review. My master's degree in Counselor Education with an emphasis on School Counseling from St. Bonaventure University, along with my experience in student-based behavioral therapy, academic and career guidance, and academic support gives me confidence in my ability to significantly benefit your school.

My ability to quickly connect with individuals and establish trusting relationships, along with my background in providing support and counseling services to students of diverse backgrounds, personalities, cultures, and socioeconomic conditions has prepared me to excel in the school counselor role. Please consider the following highlights of my qualifications gained through over 600 hours of experience as a school counselor intern:

- Provided support to students, including evaluating concerns, identifying and outlining treatment plans and working closely with cross-school faculty and staff to reach individual student goals
- Designed and introduced a peer mediation program, resulting in a 28% reduction in office referrals
- Advised more than 30 students in educational topics such as course selection, class schedules, career exploration, and ongoing study habits
- Supported students struggling with behavioral and/or disability challenges
- Demonstrated solid commitment to the field in my graduate academic work; gaining a broad understanding of therapy and counseling topics and completing my degree with a GPA of 3.97

With my previous experience and education in school counseling services, complemented by my goal of providing critical assistance to children in need, I believe I could swiftly surpass your expectations for the school counselor role. The opportunity to discuss the position in further detail would be most welcome. Thank you for your consideration.

Sincerely,

First and Last Name