

Malik U. Major

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November 10, 20XX

Brad Advisor-Smith
Advising and Student Transitions Dept.
St. Cloud State University
720 Fourth Ave South
St. Cloud, MN 56301

Dear Mr. Advisor-Smith,

I would like to express my interest in becoming a Student Office Assistant for the Advising and Student Transitions Department at SCSU. I have read through the job requirements and believe that my skills and work habits are an ideal match for this position. I am seeking employment at SCSU because it will give me an opportunity to give back to my community of students and will also provide me with the opportunity to grow as a first-year student.

I believe my communication, organizational and leadership skills all serve as a testimony for my qualification as the ideal candidate. Some of the strengths I can provide are as follows:

- *Skillful Planner:* As the former fundraising and social chair for my high school student body, I was responsible for two major events while governing over twenty students in my committees.
- *Leader:* I have held several leadership positions that allowed me to illustrate my ability to produce high-quality results.
- *Communication:* I have been acknowledged as an individual of integrity who can relate and communicate effectively with anyone. Possessing astounding interpersonal skills, I am capable of adapting to new ideas and able to provide new insights.

The accompanying resume will better acquaint you with the specifics of my background and skills. I look forward to meeting you and discussing my qualifications in more detail. Thank you for your time and consideration.

Sincerely,

Malik U. Major