

Your Name

Address, City, ST ZIP Code | Telephone | Email

Date

Name

Title

Company Name

Address

City, ST ZIP Code

Salutation: (Dear Mr./Ms./Last Name/If you do not the person use hiring manager or similar)

First Paragraph:

Explain why you are writing and express interest in the organization/company/job. Clearly mention the position you are applying for and indicate how/where you learned about the opportunity and include the name of the person who referred you, if you have one.

Middle Paragraphs:

The next section could be one or two short paragraphs depending the type of experiences you have. Make sure you explain why you are a good fit for the organization, and connect those skills and experiences with the employer needs. Use specific examples of your experiences/skills/accomplishments that show your qualifications for the job and avoid to repeat your resume.

Final Paragraph:

Conclude your cover letter by thanking the employer for taking the time to consider you for the position. You can mention that you will follow up by email or phone call.

Complimentary Close,

Signature (Could be handwritten for hard copy or typed online)

TRIO SSS

Modesto, CA | 555-555-5555 | triosss@mjc.edu

06/21/2017

Mr. Smith
Program Manager
Modesto Junior College Library
435 College Ave.
Modesto, CA 95350

Dear Mr. Smith:

I am writing to apply for the student assistant position at Modesto Junior College Library. I am currently on the first year of the Sociology Associate's Degree, and I am eager to find a position on campus that will give me the opportunity to utilize my time management and multitasking skills that I have gain during this year in MJC.

My qualifications combine a strong work values with a solid education, along with a passion for helping college students succeed. Furthermore, I have demonstrated in my short college career the ability to work well independently as well as with a group, so I believe I would be a great match for the library team.

I would love the opportunity to interview and meet with you personally to discuss my passion for helping others. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely yours,

Trio SSS