To Whom It May Concern:

It is with enthusiasm that I submit my resumé and cover letter to you. Upon reviewing my qualifications, you will find that I have held a variety of jobs during my years at Capital University. I have experience dealing with the public and have exceptional people skills, which I feel is a great asset to have in any environment. During college, I was placed in situations with people ages ranging from Kindergarten to elderly persons, and also parents and professors of other universities. While at Capital, I made sure to take on additional responsibilities above and beyond my general student activities.

I currently work for MCR Services, Inc. as an Executive Assistant and Marketing Coordinator. I work directly for the President and CEO of the company, as well as assist the Vice President and multiple Project Managers. I also work as a Marketing Coordinator for the company, making sure our employees adhere to brand standards and driving business for the company. My job at MCR Services, Inc. requires a high level of creativity, confidentiality and organizational skills, to which I believe I handle quite exceptionally.

At Capital University, I spent four years being the Capital Crusaders Volleyball Team Manager. I interacted with members of our team and coaches, as well as students, professors and faculty from opposing schools. As a result of my involvement with the volleyball team, I met with future athletes and parents on numerous occasions and gave tours of Capital to recruits to show them the campus and what we had to offer them at Capital. I was also a writer for my college newspaper and had the opportunity to interview different people for articles. I enjoyed these experiences and challenges and have learned to push myself to be the best I can be.

Some of my other jobs while attending Capital included being the Track and Field Team Manager, working in the Athletics Department office, being a Capital Fund Student Caller, where I called our valued alumni asking for donations to the University, and many other jobs which are listed on my resume. All of these jobs required a high level of confidentiality and organization, and I was able to demonstrate both of these skills exceptionally well and without any difficulty. These jobs have helped me gain interpersonal skills as well as given me the chance to interact with fellow Capital students and employees.

I possess many of the qualities that an employer looks for in a future employee. Being a double English major, I have exceptional communication skills and possess profound writing skills. I am very personable and consider myself to be a very responsible, self motivated individual who handles difficult tasks with ease. I am able to get tasks done on time and I am able to work either as part of a team or individually with no problems.

I hope that you will give me your consideration during job hiring. I am a quick learner who has lots of energy and I like to meet new people. I know that I would be a very valuable to your organization. I appreciate your time and attention and hope to hear from you soon.