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Bxxxxn, MD 20000

Date

Ms. Dxxxx Kxxxxx
Director of Human Resources
Salisbury University
Human Resources Office
1101 Camden Ave.
Salisbury, MD 21801

Dear Ms. Kxxxxx:

I am writing to you today to express my sincere interest in working for Salisbury University's Public Relations Office. The position, Office Clerk II, in the University's Public Relations Office was brought to my attention through your user-friendly Human Resources website. I firmly believe my skills and qualifications match your advertisement very well.

My interest in working for Salisbury University stems from my desire to present a professional and personable image of the University as I am one of its many alumni. I have a strong background in office support and have maintained these skills throughout the course of my undergraduate studies. My academic experiences as an undergraduate have led me to be able to work individually or as part of a team quite effectively. For example, I have worked both individually and with a team while implementing my group project for the Student Research Conference in the Spring of 'XX. I thoroughly enjoyed all aspects of working with my fellow students to accomplish this difficult goal.

Through both my academic and experiential work, I have made efforts to maintain a professional image, excel at customer service, and demonstrate ingenuity in all my efforts. In the past, I have helped on such projects as the University Library's entire shift of sections of the Library of Congress stacks. It is my genuine hope that I can continue to serve my alma mater and my community by obtaining this rewarding position. If chosen, I will provide excellent customer service skills and demonstrate my outstanding work ethic.

In one week, I will call your office and confirm that you have received my information. Once again, the chance to work for my home institution is exciting to say the least. Thank you for your time in considering this matter.

Sincerely,

Sxxxx Xxxxxx

Enclosures: Resume, References, Application