
COVER LETTER – SUMMER JOB

123 West 1st St.
Santa Rosa, CA 95405

April 4, 20XX

Mr. Lewis Ramirez
Human Resources Director
Friends for Kids
1000 Main Street
Santa Rosa, Ca 95407

Dear Mr. Ramirez:

As a student at Sonoma State University, I am very interested in working at Friends for Kids this summer. I was involved with Friends for Kids myself as a younger teen, and would value an opportunity to contribute to your summer recreation program.

I'm an energetic person with excellent communication, teamwork, and organizational skills. As a future teacher, I am eager to serve as a role model for children in the community, and to develop my teaching skills. My background in soccer and swimming would also be an asset.

I can start anytime after June 9, and would like to work 40 hours a week, with the possibility of continuing part-time during the school year. I'll call you next week to follow up on this letter, and look forward to talking with you.

Sincerely,

Jennifer Saunders

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