

Rowdy River Hawk

555-555-5555

careerservices@nsuok.edu

Date

Mr./Mrs. Hiring You
Human Resources Manager
We Give Jobs
1001 Congrats Avenue
Dreaming, OK 10001

Dear Mr./Mrs. Hiring You,

As a dynamic and enthusiastic professional, I would make an excellent addition to the creative team at We Give Jobs. I am writing to apply for the Eager Beaver Recruiter employment opportunity and am confident that through the combination of my education and experience I am well-equipped to bring the following values to your organization:

Strong leadership skills: I have managed and trained multiple teams of fellow Riverhawks in various environments and fostered relationships of mutual respect and integrity.

Organizational and detail-driven skills: Throughout my service as a Riverhawk, I demonstrated the ability to juggle multiple tasks and accomplish each with precision and timeliness. Sample projects include composition of the Riverhawk Routine Guide and promotion of the Really Rowdy Riverhawks program.

Throughout my education and experience, I have consistently demonstrated a passion for teamwork and a willingness to learn with a positive attitude. I know that with my skills, eagerness, and professionalism I can meet and exceed the goals of your organization. Thank you in advance for reviewing my credentials and I look forward to speaking with you soon.

Sincerely,

Rowdy River Hawk