

Jennifer S. Student
123 Address Avenue
Graham, NC 27253
(336) 555-0000
jsstudent@emailaddress.com

April 26, 2020

Jane Doe
Human Resources Director
New Employer, Inc.
200 Address Street
Burlington, NC 27000

Dear Ms. Doe:

I am writing in response to the assistant director position listed on your company's website. Currently, I am seeking an Associate in Applied Science Degree in Business Administration at Alamance Community College and will graduate next month. I hope to find a position working with manufacturing and logistics. The assistant director position will allow me to fulfill this goal.

As noted on my enclosed resume, I am completing an internship at Alamance Business Associates. While at the ABA, I assisted the director with various office and managerial tasks. I also coordinated the biweekly payroll. I believe my education, combined with my recent work experience, will make me the ideal candidate for this position.

If you have any additional questions, please contact me at 336-555-0000. Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jennifer S. Student

Enclosures