Kevin Smith

Use same contact section as your resume. Write the date you are applying.

City, State | (555) 555-5555 | studentname@gmail.com | LinkedIn URL

Write hiring manager’s name without titles. If you don’t know the hiring manger, write “Dear Hiring Manager,”.

The **intro paragraph** states the position you are applying for. You also state why you are interested in that specific organization & position.

January 27, 2023

Dear Brad Troy,

I am writing to express my strong interest in applying for the Area Coordinator position in The University of Scranton’s Office of Residence Life. While attending The University, I served as a Resident Assistant in Condron Hall during my sophomore, junior, and senior years. As both a student and RA, I’ve experienced the attention and consideration the Office of Residence Life holds for its residents, which I am excited to contribute to. Additionally, I appreciate the integration of The University’s Jesuit mission into its residence halls. I am passionate about highlighting each student’s individuality through the position of Area Coordinator.

I graduated with a Bachelor of Science in Psychology and a minor in Counseling & Human Services. My minor in Counseling & Human Services has provided me with valuable counseling and mediation tools that are advantageous for this position. In my role as an RA, my most important duty was to ensure the wellbeing and safety of my 15-30 residents. Through this role, I was able to increase my skills of responding to student crises, including conflict resolution, and mental health emergencies. Some of these crises were challenging to address given the severity of their nature. However, through consulting with my own Area Coordinator and utilizing my counseling competencies, I was able to respond to them effectively and give full attention to the students’ needs.

Another responsibility I had as an RA was planning monthly events for my residents to attend. I created and distributed quarterly need-assessments to gather data on what events would best advocate for the needs of my residents. I recruited students to participate through the creation and distribution of flyers and advertisements on Social Media. Through this, I developed an understanding of promotions, which for one event resulted in the final attendance of approximately 200 students. I also gained an understanding of the collaboration and communication necessary with fellow RAs and departmental organizations to ensure the success of an event. These experiences will allow me to not only program successful events for RAs, but also serve as a mentor for the RAs as I was once in their position.

I look forward to the opportunity to speak with you further about the Area Coordinator position at The University of Scranton. If I can provide any further information, I can be reached at studentname@gmail.com or by phone at (555) 555-5555. Thank you for your time and consideration.

The **body** of the letter (1-3 paragraphs) states why you are best qualified for the position. Make direct connections to the job description of which you are applying for. What can you bring to the organization? Tell a story that directly speaks to the position description. Share your experience with this outline in mind: What was the role you played, what was the challenge, what actions did you take to address the challenge, and what was the outcome of the situation. Again, focus on how you might have benefited the organization or helped them improve some aspect of the situation.

The **last paragraph** simply thanks the reader for their consideration and provides your contact information (email/phone) so the representative can follow‐up with you.

Sincerely,

Kevin Smith

Include signature if possible.