

Kevin Smith  
Sutherland House 234  
PMB 3342  
Nashville, TN 37235

January 27, 2010

Mr. Scott Rausch  
Associate Director of Residential Education  
2401 Vanderbilt Place  
Nashville, TN 37212

Dear Mr. Rausch,

I am writing to express my interest in applying for the Resident Adviser position for Vanderbilt University's Department of Residential Education. Through my experience as a first-year student in Sutherland House, I have gained much from the programming provided by the resident advisers. I especially appreciate the integration of the Vanderbilt Community Creed into the house mission, and was honored to be selected by my peers as the resident who best embodied "accountability." I would be honored to create this sense of community among a group of students here at Vanderbilt in support of your department.

In my role as Vice President of Key Club, I was charged with planning an event to increase visibility of the club among the student body. I displayed leadership as I built my team of four to handle the logistics of the event including finding a location, booking a band, hiring caterers, decorating, and promoting the event. In communicating with potential caterers and entertainment, I gained an understanding of the collaboration necessary with external organizations to ensure the success of an event. In recruiting students to participate through the development and distribution of flyers and newspaper ads, I developed an understanding of promotions, which resulted in the final attendance of approximately 200 students. Our team effort succeeded in increasing visibility of Key Club within the school and we ended up recruiting 15 new students as members of the organization. As you seek to create a "community atmosphere" through a diverse programming model, I hope to bring my experience in event planning to strengthen student involvement in Residential Education-sponsored events.

I look forward to the opportunity to speak with you further about the Resident Advisor position. If I can provide any further information, I can be reached at [Kevin.m.smith@vanderbilt.edu](mailto:Kevin.m.smith@vanderbilt.edu) or by phone at (543)-384-3909. Thank you for your consideration.

Sincerely,

Kevin Smith

The cover letter needs to be in business letter format...this includes your name & address, the date, and the name & address of the reader

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

The **last paragraph** simply thanks the reader for their consideration and provides contact information so the representative can follow-up with you accordingly.

The **body of the letter** states why you are best qualified for the position. 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.