

# First & Last Name

Linkedin | Town, MA 00000 | Email | 123-456-7890

Date

Recruiting Manager

Company Name

Company address

City, MA zip

Dear Hiring Team;

It is with great excitement that I learned more about the [name of position you're applying for] position at [company] from the STEP program at the University of Massachusetts Boston. I'm a [college year] with a degree in [degree name] with a [concentration if you have one]. Throughout my academic career I've developed skills inside and outside of school that would make me a valuable addition to the [Company team].

My passion for [field name] started when I was working as a [previous experience]. During my time here out of my own interest I took on more additional tasks. I would aid the sales department in marketing aspects of the company such as creating visuals on whiteboards that displayed limited time membership deals. An interest in sales later developed during my time here as I started to help out the sales team in regards to selling membership packages to further assist the gym to reach its goals during the most busy time of year ( January ). With my ability to take on additional tasks outside of a job description, I'm assured this skill will transfer over nicely to aid the [Company team] in their day to day operations.

To elaborate more on my interest in [field name] this is further showcased in my role as [ name of previous experience & position]. I would assist the President in marketing events around campus through creating Photoshop flyers to promote events around campus, setting up an informational tables about the club during campus events to garner more interest in the club to students, along with managing meetings monthly meetings with the club members through utilizing Microsoft Outlook[mention applicable skills from internship requirements] .

Given my ability to manage multiple tasks [given mentioned previous experience] I'm confident I will be able to hit the ground running immediately with the company juggling multiple tasks under tight deadlines.

Lastly going back to the job description for this role one of the bullet points mentioned that the ideal candidate pursues goals independently vs. being told what to do. I was successful in [example of mentioned skills in internship description]. I did this while I was still managing other duties such as school and work. More on this can be found here [link to what you want to showcase]

Moving on to the being told what to do mindset I've continued to go above and beyond with that. [insert any other relative experience with clubs/jobs/on campus involvement]

I greatly appreciate your consideration for the role of [insert role]. I'm assured my diverse skillset, strong interest in [field name], and willingness to go above and beyond in multiple areas of life will be of the up most useful to the [Company team]. I look forward to hearing back about this exciting role.

Best Regards,

[Name]