

Dear [name of employer],

I am writing you concerning an opening I discovered through the student employment board and feel I am qualified to fill the position. I am looking for a challenging yet rewarding experience, which is why I am excited about this job opportunity.

As a communication student at Brigham Young University – Idaho, I have acquired skills in writing and photography in the news and journalism field. Through my study in writing for a communication for career, I have learned to effectively write stories or articles that get information across to the public.

I have experience with Microsoft and Adobe programs. I can provide excellent customer service because of my experience in clothing retail and as a self-employed photographer. As a high school Editor-in-Chief for the yearbook, I have gained organizational, editing and management skills.

I would be delighted to have an opportunity to personally interview with you. I am confident I qualify for what you are looking for. Thank you for your time – I look forward to learning more about this opportunity!

Sincerely,

Emma Hassell

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