

1427 East Summit Street
Kent, Ohio 44240
November 22, 20XX

Ms. Kathy Hinton
Personnel Officer
Boys' Village
2803 Akron Road
Wooster, Ohio 44691

Dear Ms. Hinton:

I am very interested in the Cottage Advisor position posted on your web site. Please accept this letter and the enclosed resume as an application for this position. I will receive my bachelor of arts degree in justice studies from Kent State University this December. In addition to my major coursework, I completed a minor in human development and family studies. I believe that this combination, paired with my experience working with disadvantaged youth, makes me an ideal candidate.

I recently completed an internship at the Juvenile Halfway House run by Oriana House, a residential chemical dependency treatment and corrections facility for boys and girls ages 12-18. As an intern, I coordinated activities, conducted tutoring sessions, maintained safety and security of the building, and co-facilitated support group meetings. I also gained a broad knowledge of the corrections system as it pertains to juveniles, including shadowing social workers during court hearings and building relationships with parents, foster parents, and other community agencies. My experience at the Juvenile Halfway House allowed me to see firsthand the value of a residential treatment program, and to obtain experience working with youth with substance abuse issues and other addictions, as well as delinquent behaviors. As you can tell, this internship made a tremendous impact on me, and I know that I have the skills and passion necessary to work in a setting such as Boys' Village.

In addition to my experience as an intern, my resume also reveals that I have a solid background in administrative and communication skills, as evidenced by my three years of service as a Student Receptionist in the College of Business. Finally, my active participation in professional associations such as the National Council on Family Relations and Alpha Iota, a Criminal Justice fraternity, indicates my long-standing commitment to the field.

In reviewing the Boys' Village web site and other literature, one aspect of the treatment that truly intrigues me is the use of art therapy. I have a strong interest in all types of art, especially painting and sculpting. Though I have no formal training in this area, I feel that my creativity and interest would prove beneficial to the young men in my cottage.

I would welcome the opportunity to meet with you and further discuss my qualifications. I am sincerely interested in this position and in learning more about Boys' Village. Thank you in advance for your consideration.

Sincerely,

Garrett Childers

Enclosure

Box 321 Tri Towers
Kent, Ohio 44243
April 2, 20XX

Terri J. Williams
Vice President
Bank of America
Human Resources, Northwest Division
P.O. Box 37000
Portland, Oregon 97707

Dear Ms. Williams:

I am writing in reference to the Management Trainee position available at multiple locations in Portland, Oregon. I became aware of the opening through the Career Services Center at Kent State University. I will be graduating from Kent State University this August, receiving a bachelor of business administration with an emphasis in finance.

Six years of full-time and part-time work in the field have captured my career interests in banking. I realized that a degree was needed in order to fulfill my goal of attaining a higher managerial position, so I pursued my education and am nearing its completion. Through my banking experiences and academic background, my communication, time management and leadership skills have all been strengthened. This is evidenced by my involvement in work, classes, and professional organizations. I am eager to learn new skills and ideas, and strive for results.

In researching your organization, I was impressed by the 35% growth rate that Bank of America has experienced within the past three years. Additionally, I am very interested in the many innovative ideas that your organization has implemented, including the mentoring program for first year employees.

The enclosed resume highlights my experiences and skills; additional information and references are available upon request. I would welcome the opportunity to meet with you and further discuss my fit at Bank of America. I currently live in Kent, Ohio, but am planning to relocate to the Portland area shortly after graduation. I will be in Portland beginning May 20th, and will be available for an interview at that point. If it fits with your schedule, I would be eager to speak with you via telephone prior to that date. You can reach me in Ohio at (330) 671-8878 until May 19th. Beginning May 20th, you can reach me in Oregon at (206) 301-1904. Additionally, I use email regularly and can be contacted at any time at tmayers@yahoo.com. Thank you for your time and consideration.

Sincerely,

Taylor M. Mayers

Enclosure

138 Water Street
Kent, Ohio 44240
April 10, 20XX

Ms. Anne E. Little
Director of Athletics
Winston-Salem State University
601 Martin Luther King Junior Drive
Winston-Salem, North Carolina 27110

Dear Ms. Little:

I am writing in reference to the open position of Assistant Athletic Director for Sports Information. I will be earning a bachelor of business administration degree with a marketing concentration in May 20XX, and am eager to utilize both my academic and sports industry experience at Winston-Salem State University.

A combination of academic coursework and practical experience in the sports industry has prepared me to become an effective team member at the "Campus of Champions." As a volunteer for the Kent State women's basketball team, I increased my knowledge of the year-round operation of a Division I sports program. Maintaining and disseminating various game statistics has provided me the opportunity to illustrate my accuracy, attention to detail and ability to adhere to strict deadlines. Through this process, I developed trusting relationships with players, coaches and members of the media. My internship with the Akron Aeros further developed my writing and organizational skills. Via press releases and other team publications, I was able to combine technical and creative writing styles that both informed and entertained the reader. I operated promotional booths throughout the Akron area, which enhanced public awareness of the Aeros. As a result of these experiences, I have grown accustomed to weekend and evening hours.

As my resume indicates, I have experience with HTML. My increased responsibilities with the women's basketball team this season will include assisting with their web site. I have sought out opportunities to enhance my interpersonal skills as well. My involvement as Vice President of the American Marketing Association has given me more confidence in communicating with a wide range of audiences.

With my related experience and educational background, I believe I can make a significant contribution to the Winston-Salem State University Athletic Department. I would like an opportunity to further discuss the position and my qualifications. To arrange an interview, please call me at 330-672-2360. I will contact you in a week to confirm receipt of my materials. Thank you for your consideration.

Sincerely,

Daniel A. Stevens

Enclosure

2400 Acorn Path
Kent, Ohio 44240
May 5, 20XX

Mr. Ben Wisemann
Director
Henning Theatre
234 Maple Road
Cleveland, Ohio 44115

Dear Mr. Wisemann:

I recently became aware of an opening for a House Manager at Henning Theatre advertised in the May issue of ArtSearch. Please accept my letter and resume as an application for the position. I have a bachelor of general studies degree and a minor in business administration. My goal is to obtain a position where I can combine my love for the arts, a well-rounded liberal arts education, and my business knowledge.

As my resume indicates, I have worked hard to develop my professional skills in the area of business management. Specifically, I served two summers assisting the manager of a large convention center that held over 2,000 patrons. During that time, I was directly involved in attracting nationally known entertainers to the center. I also scheduled events, performances, and employees. I also have experience in a theatre setting, as I volunteered during numerous Kent State University theatrical performances. My experience is broad - I sold tickets, assisted in fundraising, designed and distributed publicity materials, and even participated in the excitement of the show by working as a stagehand. I feel that I could easily combine my knowledge of and passion for the theatre with my experience managing a large facility, which would make me an excellent candidate for the position at Henning Theatre.

Additionally, my direct involvement as a performing artist in the Kent State University Choir has given me a unique perspective to bring to the position. A good understanding of performers' needs, together with my business experience, would allow me to be a part of the whole environment - a total manager.

By virtue of my education and experience, I feel I am well qualified for this position. I would welcome an opportunity to meet and discuss my qualifications. Being a part of a winning team is important to me. I am impressed with the reputation of Henning Theatre and believe I could make a strong contribution. Please contact me for an interview at your convenience. I will call you in ten days to see if you have received my materials. Thank you for your consideration.

Sincerely,

Whitney McAllen

Enclosure

765 River Front Boulevard
Kent, Ohio 44240
August 3, 20XX

Ms. Bonnie Pitzer
Director
Family and Children First Council
Summit County Children Services
264 South Arlington Street
Akron, Ohio 44306

Dear Ms. Pitzer:

Please accept this letter and enclosed resume as evidence of my interest in the Early Intervention Coordinator position at Family and Children First Council, as advertised in the August 2, 20XX edition of the Akron Beacon Journal. I will graduate this month with a degree in human development and family studies with an emphasis in family life education from Kent State University, and believe that my education and experience are well suited for this position.

Last year I interned at Head Start of Summit County. During the first part of the year I worked with children from low-income families coordinating and supervising activities, and assisting the teacher with behavioral management. During the second semester I worked more closely with the administrative team, assisting with the research and writing of a \$25,000 grant, and coordinating efforts with other community service organizations.

Additionally, my work as a Resident Assistant has afforded me the opportunity to strengthen my communication and public relations skills. I planned educational and social activities, mediated conflicts, and served as an advocate for the women on my floor with many of the university's administrative offices. This position also required strong administrative and organizational skills for which I consistently received high marks on my semi-annual evaluations.

Summit County Children Services is a place where I have always envisioned building my career. Last winter, I completed a weeklong externship in the Intake Unit, an experience that provided me with a firsthand view of the type of community work Children Services embarks upon. Additionally, I regularly check the agency's web site to view new information and upcoming events. I am especially impressed by, and excited about the prospect of working on, a project that is preventative in nature such as the Family and Children First Council.

I believe that I am well qualified for this position and would welcome the opportunity to discuss my specific qualifications with you. I look forward to hearing from you soon.

Sincerely,

Anne M. Wilson

Enclosure