

Petunia Everee

915-750-3637 | peveree6267@outlook.com | El Paso, Texas

Dear Amy Preston,

I am applying for the job of Museum Ambassador available on the Tempe Campus of Arizona State University. I am currently a Junior at Arizona State University and over time have learned about the history of the university and find it truly fascinating. When I came across the job description of Museum Ambassador I knew it was a job that I would excel at. I noticed a requirement for this position is being eligible for Federal Work Study (FWS), which I do have, and I am available to work anytime on Tuesdays or Thursdays and after 2 p.m. on Mondays, Wednesdays and Fridays.

I have previously only worked at one job, that being a restaurant, but after reading the job description, desired qualifications, and work environment, I found that I would have no trouble transitioning. One of the desired qualifications listed is the ability to handle cash and with previously working in fast paced environments I can do so with a smile on my face. As for the work environment, the ability to lift 25 lbs, stand for long periods of time, and adhere to dress code, these are all things I did at my previous job with no trouble at all.. Beyond job experience I also took a public speaking course during high school so I find talking to others and projecting my voice respectfully quite easy.

Thank you for taking the time to read my letter and considering me for this position. I look forward to hearing from you and if given the opportunity will do my best for this position! If you have any questions I can be reached by the information at the top of this letter. Once again thank you, and I hope to hear from you soon.

Sincerely,

Petunia Everee