

Sparky Gonzales

555-555-5555 | email@outlook.com | City, State

Dear Hiring Manager,

I am applying for the job of Museum Ambassador, available at Arizona State University's Tempe campus. I am currently a student at ASU and over time, learned about its history and find it fascinating. When I came across the job description, I knew it was a job in which I would excel. I noticed a requirement for this position is being eligible for Federal Work Study, which I am.

I previously held a position at a restaurant, and after reading this job description, desired qualifications and work environment, I believe I would have no trouble transitioning. One of the desired qualifications listed is the ability to handle cash and with previously working in a fast-paced environment, I am confident in my ability to do so. As for the work environment, the ability to lift 25 pounds, stand for long periods of time and adhere to dress code, are all things I did at my previous job. Beyond job experience, I 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 in this position!

Sincerely,

A handwritten signature in black ink that reads "Sparky". The signature is written in a cursive, slightly slanted style with a horizontal line underneath the name.

Sparky Gonzales