

Shimeaker Hampton

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IT Services and Recruitment

Cuyahoga Community College
4250 Richmond Road
Highland Hills, OH 44122

Dear Hiring Manager:

I am excited to apply for (job title) position within (department) at Cuyahoga Community College. As a current student, I was thrilled to see this opportunity on LinkedIn. As a student, I have had many positive interactions with faculty and various departments on campus. I have always felt welcomed and that I received the support and guidance I needed to be successful. I would enjoy the opportunity to do the same for students at Tri-C. - here is why I want to work here. I am confident that my education and previous experience will be an asset to your organization.

I will be graduating with an Associate of Arts Degree in May 2025. I am a licensed esthetician and have been an instructor at Brown Aveda for the last 9 years. In my role, I interact with students on a daily basis to provide support and guidance. Building strong relationships and demonstrating effective listening and communication skills has been vital to my success. The students I interact with are from a diverse population including ages, socioeconomic backgrounds and students that English is their second language. I believe these experiences will qualify me to be a success at Tri-C.

May add another paragraph to address specifics of what the job requires - reporting/documentation/accreditation/maintain records

Thank you for taking the time to review this cover letter and my resume. I believe I am a strong applicant for the x position and would welcome the opportunity to further discuss the role with you and your team. I am happy to answer any additional questions you might have and can be reached by telephone at 216.301.9956 or by email at shimeaker@gmail.com.

Sincerely,

Your Name