

## Steven Jobseeker

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September 10, 20XX

Dave Davison (Hiring manager's name)

Human Resources Manager (Hiring manager's title)

YMCA (Hiring manager's organization)

225 Washington Ave. (Hiring manager's location address)

Bay City, MI 48708 (Hiring manager's organization city, state, and zip code)

Mr. Davison:

Please consider my enclosed résumé as my application for the (position title) with (organization name). I learned of this opportunity through the Pure Michigan Talent Connect site, noting a great “fit” between myself and the position. I am also in contact with John Willis, Office Manager, whom referred me to the role. Thank you for taking the time to review my application materials.

My demonstrated customer service, teamwork, and conflict management background has given me many skills relevant to this position. These skills include building relationships with diverse groups of organizations to provide internship, volunteer, and activity opportunities for members and prospective members of all income levels. In addition, these skills include generating new member leads and converting leads into membership involvement through cold calls, robo dialing, and maintaining business relationships with community members and organizations. Lastly, these skills include advising current and prospective members of all backgrounds and ages on company volunteer and internship offerings and experiential involvement importance.

My customer service, teamwork, and conflict management background combined with my experience with diverse groups of customers are excellent indicators that I will successfully perform in this position. The (position title) will allow me to utilize my administrative skills while pursuing my Bachelor of Business Administration degree in Finance and am actively involved in the UM-Flint Financial Management Association.

I look forward to the opportunity to advance and sustain my career through the (position title) with the (organization name). I would be happy to answer any questions you may have and also have the opportunity to interview with you. You may contact me by phone or email at 989.667.0500 or jobseeker@michiganworks.com. Again, thank you for the time and consideration of my application materials.

Sincerely,

Steven Jobseeker