

January 3, 2019

Gator Pride, Career Development Center Director  
University of Houston-Downtown  
One N Main St  
Houston, TX 77002

Dear Ms. Pride,

When I saw this position posting, I was immediately drawn to it for a number of reasons! It has been a career goal of mine for quite some time to get into a position where I can work with college students on their next step. What better place to do that than my former school and place of employment!

In the role of Career Counselor, both my banking background and counseling experience would allow me to deliver on a high level. Managing a retail bank means having a constant focus on succession planning and overall staff development. Part of my job was to help our tellers and personal bankers move into the positions they wanted – both scholastically and within the bank. Helping staff in this manner meant reviewing resumes, helping staff prepare for interviews, and having honest conversations about career aspirations. Another part of my job was client meetings and community presentations/workshops. My work as a practicum student with young adults also developed my skills, not only as a counselor but as a career resource. Counseling grew my knowledge of career assessments and made me a more active listener which really helped when finding out what young people truly wanted out of their career and/or education.

I love working with college students, teenagers, and young adults. My work in banking, my master's level practicum, and at the residential treatment facility has really made me aware of this passion. I am an excellent communicator with experience working with teenagers and young adults from all walks of life and feel I would be a great fit on your team! I look forward to hearing back from you to discuss this opportunity more.

Sincerely,

*Green Gator*

# EDUARDO GATOR

Houston, TX

123-123-1234

[egator@yahoo.com](mailto:egator@yahoo.com)

January 3, 2019

Mr. John Doe, Hiring Manager  
Houston Chronicle  
1112 Texas Street  
Houston, TX 77002

RE: Houston Chronicle Internship Program

Dear Mr. John Doe:

Thank you for speaking with me on Wednesday, December 10, about internship opportunities at the Houston Chronicle. As a junior majoring in Interdisciplinary Studies with a minor in Communications, I am very interested in having an internship with the Houston Chronicle. It has always been my strong desire to pursue an editing career, and the Chronicle is without a doubt the place to be as our city's premier newspaper.

I have much to offer the Houston Chronicle. My coursework and position on the UHD newsletter staff have helped me to develop strong writing skills and an eye for detail. Additionally, my summer jobs have taught me how to interact with a diverse group of people in a fast-paced and changing environment.

As a hard-working and self-motivated individual who is eager to learn, I welcome the possibility of becoming a part of the Houston Chronicle team for the spring semester. I would like the opportunity to meet in person to share more about my background and the skills I would bring to your company.

If you need any additional information, I will touch base with your office next Monday morning to follow up. Thank you in advance for your consideration, and I look forward to the opportunity to interview with the Houston Chronicle.

Sincerely,

*Eduardo Gator*

# MARY THOMAS

Houston, TX  
123-123-1234  
[mthomas@yahoo.com](mailto:mthomas@yahoo.com)

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May 31, 2018

Mr. John Doe  
Principal, Smithfield Elementary School  
Houston ISD  
Main Street  
Smithfield, TX 08055

RE: Req. #4005, Elementary Special Education Co-Teacher

Dear Mr. Doe,

Through the University of Houston-Downtown's Public Service Job Fair, I learned of your Special Education Co-Teaching position at Smithfield Elementary. As a 2017 graduate of the University of Houston-Downtown's Interdisciplinary Studies program with a concentration in Education and a certified EC-6 Generalist, my teaching experiences and education make me an ideal candidate for this position.

Having grown up within the HISD school system, I am honored at the prospect of serving the district that inspired me to teach. Currently, I instruct at-risk elementary-age children through the YMCA's after-school program. This position enables me to provide these students with a "head start" in mastering basic math and language skills. In my junior year, I had the opportunity to explore a passion for and knowledge of horses by working at the Racing Museum. This position allowed me to teach every fourth-grade class in and around Houston, as well as coordinate field trips with classroom instruction.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher, and inspire students in the same way I was inspired growing up in HISD. I will follow up with your office by the end of the week to confirm that my application was received. Thank you for your consideration, and I look forward to the opportunity to interview at Smithfield Elementary.

Respectively,

*Mary Thomas*

# Tara Downtown

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Houston, TX • (832) 999-9999 • taradowntown@email.com

January 3, 2019

Dr. Katherine Jones  
Human Resources  
IBM Corporation  
One Main Street, WA 98052

Dear Dr. Jones:

I am writing in response to your job posting on example-website.com. I'm seeking to be considered for the entry-level Software Developer position at IBM. Ever since I first began taking software development courses in high school, I have been eager at the possibility of working with IBM. My ability and experience would be perfect for the position and meets all of the stated requirements in your job posting. As you will see on my enclosed résumé, I have the educational background, professional experience, and technical prowess for which you are searching.

I am comfortable with working within dynamic, synergetic workspaces and believe IBM's Design Thinking components of hills, playbacks and sponsor users all align with my principles for creating the best possible product and user experience. I am well equipped in utilizing a variety of different operating systems by Windows and Macintosh as well as with high-volume traffic websites, HTML emails, landing pages, and microsites. Over the course of 8 years, I have gained experience working with much different software such as Visual Studio, the Adobe Creative Suite programs, MS Office and FTP software. I have recently been a part of a team of five members, and as the backend developer & tester, I helped to develop software in C++ with the goal of improving the management of student and course information.

In addition, I am motivated and enthusiastic and would appreciate the opportunity to contribute to your company's success. I would like to thank you wholeheartedly for considering my application for the entry-level Software Developer position at IBM. I can promise that meeting with me will not be a waste of your time—and I will make myself available at your earliest convenience, during or outside of normal business hours.

Sincerely,

*Tara Downtown*