

Emma Good

Amherst, MA 01002, ehgood4@gmail.com, 413-732-0000

March 12, 2020

Program Director
Boston Non- Profit Housing Association
100 Massachusetts Avenue
Boston, MA 02111

Dear Ms. James,

It is with enthusiasm that I apply for the Program Assistant position posted on the University of Massachusetts Amherst Handshake database. I am passionate about, and have a personal interest in, advocating for affordable housing for all. I am a University of Massachusetts Amherst senior looking to relocate to Boston this spring.

Last summer I had the opportunity to intern for the Boys & Girls Club of Greater Boston, where I was exposed to a variety of advocacy efforts and campaign work. I used my strong organizational skills to schedule regional meetings, take notes and provide regular updates for the program directors. I aided in creating promotional publications such as the monthly newsletter and circulated the information both via hard copy and internet in order to advertise our events and provide outreach to potential members. Additionally, I was the liaison for our local branch, and also coordinated Skype teleconferences for the five regional chapters to participate in simultaneously.

I am someone with a great deal of self-motivation. For the past four years I have worked during the school year at Amherst Pizza where I was recently promoted to manager. This, coupled with my strong desire to make a difference for others, makes me an excellent candidate for Program Assistant. I look forward to discussing the position with you in more detail. Thank you for your time and consideration.

Sincerely,
Emma Good

930 Highland Ave.
Sunderland, MA 01354

March 15, 2020

Mr. Gerard Berger
Manager of Human Resources
Allen Investments Inc.
1023 Collins Ave.
Scituate, MA 05432

Dear Mr. Berger,

I am applying for the position of Client Account Coordinator, which was advertised with Career Services at the University of Massachusetts Amherst. I believe I am a very good fit for this position with my education, experience, and career interests.

I will be graduating from the University of Massachusetts Amherst this semester with a Bachelor's degree in English, but my studies have also included courses in computer science, management information systems, speech communications, and business writing. I understand the position also requires a candidate who is team and detail oriented, works well under pressure, and is able to work well with people in departments throughout the firm. These are skills I developed both in my course work and in my recent internship at Hunter & Bland Finance Inc. in Taunton, MA, as well as two summers spent as a bank teller.

I am excited about the idea of working for a dynamic, nationally recognized investment management firm. If you would like to schedule an interview or otherwise discuss my qualifications for this position, I am available at your convenience.

Thank you for your consideration.

Sincerely,

Amy Sherwood

11099 Camille Drive, Apt. 4
Amherst, MA 01002
413/555-1961
pateldan@gmail.com

January 15, 2020

Art Director
The Kaplan Group
39 Mackes Ave.
San Francisco, CA 94112

Dear Ms. Taylor,

I am applying for the job of Creative Design Assistant as posted on your website. I have a Bachelor of Fine Arts from the University of Massachusetts Amherst, and have produced graphic and web design work for an array of businesses and nonprofits. I am excited about this opportunity because I feel I am a great candidate.

I use Adobe Creative Suite daily, and have created graphic products such as logos, flyers, handouts, and websites in collaboration with both knowledgeable and less-prepared customers. I have also worked in tandem with other graphic designers to tackle large projects, and cooperated with content and copywriters to produce product under deadline.

I know that I have the skills, training and experience it takes to produce compelling images for your web and print publications. The attached resume elaborates on the details of my background and a link to my portfolio, which shows how I've turned my ideas into reality.

I would appreciate the chance to meet with you to discuss how I could be a vital part of your operation. I can be reached at the above telephone number or e-mail address. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Daniel Patel

ANGELINA WOODS

Amherst, MA 01002, 413.000.1658, awoods24@gmail.com

May 6, 2020
Human Resources
Selter Associates
444 Royce Road
Cincinnati, OH 88353

Dear Hiring Manager,

Attached please find my resume for the position of Project Assistant at Selter Associates as advertised on your website. I have a Bachelor's degree in English and extensive experience in research, analysis, and presenting information through my degree (which included a 57-page capstone project), and through various internships, work environments, and volunteer experiences. I am very excited about applying for this opportunity.

I am a strong team player who is able to assume leadership as appropriate, as shown by my experiences as an Administrative Assistant at a very busy educational non-profit. There I did everything from researching, comparing, presenting, and documenting potential vendors, to fielding and problem-solving client calls, to fixing the copy machine and preparing meeting rooms. I possess strong communication skills gained through teaching environments and college presentations which have prepared me for managing chaos, multiple demands, and looming deadlines.

I will be returning home to Ohio within days as I wrap up my time in Massachusetts and hope to meet with you to discuss this position in detail. I will call next week to find out the status of this application. In the interim, I will be available at 413.000.1658

Thank you for your time and consideration.
Sincerely,

Angelina Woods