

**(Sample Cover Letter)**

April 25, 20--

Mary Smith  
Human Resources Director  
San Juan College  
4601 College Boulevard  
Farmington, NM 87402

Dear Ms. Smith:

This letter is in response to the Administrative Assistant II position advertised on your website with a closing date of May 6. As of May 11<sup>th</sup> I will have completed all of the coursework necessary to earn an Administrative Assistant's Degree from San Juan College and will be ready to work in a full time position at that time.

In reviewing job posting #2218, I noticed that you are looking for someone with an associate's degree as well as experience in office work. As you can see by my resume I satisfy both criteria. I have worked part-time since I was in high school in a variety of office positions. I am eagerly looking forward to beginning a full time career in an office setting. I have been a part of San Juan College as a student and as the secretary of the SJC Aises Club. I have always had great experiences with the college's educators and office staff. I like the atmosphere of warmth and service that I have always experienced at San Juan College and want to become a part of your team.

You may reach me by email at [jonesna@sanjuancollege.edu](mailto:jonesna@sanjuancollege.edu) or you may call me at 505-333-4442. If I am not at home, please leave me a message and I will return your call immediately. Thank you for your consideration and the time you have spent reviewing my resume.

Sincerely,

Nancy Jones  
2209 Pleasant Drive  
Farmington, NM 87401  
505-333-4442

Enclosure