Molly Jones

960-555-1212 | mmoore@donnelly.edu| 567 Rosewood Lane, Colorado Springs, CO, 81207

September 12, 2019

Yvonne Telep

Associate Director of Academic Support

Donnelly College

608 N 18th St.

Kansas City, KS 66102

Dear Yvonne Telep:

I understand that you are in search of an intern for Donnelly’s Career Services Department and I believe that I am fit for the position. My basic qualifications are: knowledge and experience of working hands-on with students, excellent oral and written skills and passion to learn new skills and motivate students to succeed academically. I believe these qualifications will help me fulfill the job’s objectives with integrity and diligence.

Enclosed is my resume that details all of the qualifications previously stated and more.

I would very much like to discuss potential opportunities with you. To schedule an interview, please call me at 913-555-5555 or send me an email at mmoore@donnelly.edu. The best time to reach me is between 11:00am and 6:00pm, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Molly Jones