

Current Student Example

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Human Resources Department
The Oregon Community Foundation
1221 SW Yamhill, Suite 100
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I am writing to express my interest in the position of Administrative Assistant for Finance that was posted on your company website. My experience and skills closely match those outlined in the job description, and I am enclosing my resume for your consideration.

My work experience in administrative support and customer service has allowed me to develop the professional skills and abilities that will ensure my success in this position. In my position at the cash office/customer service department at Macy's, I resolved customer disputes and helped in the processing of financial reports. My success in these two important roles demonstrates my ability to communicate effectively while in high-stress situations and my strong attention to detail.

I am currently a student at Portland State University, where I study international studies with a minor in business. Through my coursework I have gained an understanding of the business principles necessary for success in this position, including finance and accounting.

I believe that I have the skills and experience to serve as a vital contributor to the Oregon Community Foundation in the role of Administrative Assistant for Finance. I look forward to speaking with you in person about the position.

Sincerely,

Ali Salim Yasar