

Month, Year

Name of Hiring Manager
Automotive/Diesel Department
South Texas College
McAllen, TX 78501

Dear Mr. Jones:

I am writing in response to the Diesel Faculty position that you listed with the Human Resources Office at South Texas College. I would like to be considered for this position as I possess the education, skills and experience necessary to fulfill the job requirements.

I have 4+ years of clerical experience and will be graduating with an Associate of Applied Science Degree from South Texas College in July 2009. I believe that I am well qualified for this position as I have experience in all clerical support duties such as: answering phones, providing excellent customer service, filing, faxing, scanning, copying and creating letters. Thus, if given the opportunity I expect to surpass your expectations.

I appreciate the opportunity to interview for this position and further discuss my qualifications. Thank you for your consideration to my application.

Sincerely,

Jerry Jaguar
956-872-6318