Cover letters should include the following:
1. INTRODUCTION
2. WHY YOU? WHY THIS POSITION?
   Explain how and why you are a good fit for the position. Why do you want to work in this position?
3. CONCLUSION Express your interest in an interview and tell the employer how you may be reached.
   Close your letter with a simple statement of appreciation for the employer’s time in reviewing your resume and considering you for the position.

Your Name
Your Address
Your Phone Number | Your Xavier Email Address

Date

Mr./Ms. Last Name, Title (Skip this line if you do not have a specific name)
Xavier University

Dear Hiring Manager/Search Committee/Mr./Ms. Last Name,

As an incoming first year student at Xavier University, I am excited to apply for the (Office Assistant) position in the (Office of Academic Support). I was able to develop strong communication skills, organizational skills, and teamwork skills through my high school experiences, and I believe each of these will be an asset to your office.

My leadership experience helped me develop strong communication skills. As a math tutor, I worked with students in elementary school, middle school, and high school to help them understand concepts from their math classes. My experience communicating with students and parents has taught me a lot about customer service, which I know is an essential skill in this position.

As a Freshman Mentor with Link Crew, I built strong organizational and teamwork skills. As a group, the Freshman Mentors collaborated on three events each semester by working together to plan and execute each event. Working with the other Mentors on events helped me further develop my organizational and teamwork skills, and I look forward to using my organizational and teamwork skills as an (Office Assistant).

I am grateful for the opportunity to apply for the (Office Assistant) position, and I look forward to hearing back from you regarding next steps. I can be reached at (Your Phone Number) or at (Your Xavier Email Address). Thank you for your time and consideration in this process.

Sincerely,

Your Name