

Nelle Larson
4949 Bay Bridge Way, Apt. #619
San Francisco, CA 94000

August 20, 2016

Ms. Billie Jean
Hiring Manager
Events Management and Guest Services
University of San Francisco
McLaren 200
2130 Fulton St.
San Francisco, CA 94117

Dear Ms. Jean:

I am an undergraduate student at the University of San Francisco, majoring in Hospitality Management with a minor in Politics. I am writing to you to apply for the position of Student Assistant. Upon my search for a fulfilling position I was referred to this opportunity by a counselor in the Career Services Center and believe I would be a great asset to the Event Management team.

I have read the details of the job and my qualifications match your preferences as my communication and problem-solving skills would make me a great addition to the Event Management workforce. As stated in your qualifications, I possess an advanced knowledge of Microsoft Office, administrative duties and the assembly of audio and visual technologies. My experience with such tools are a result of my ambition and responsibility when required to strategically orchestrate my own photography and film company. Furthermore, my ability to lift up to 150 pounds will be vital in the assistance of breaking down or setting up of furniture. In my past experience at Larson Photography I utilized excellent customer service for a diverse clientele on a daily basis to meet and exceed all needs.

My experiences and track record make me an excellent fit for this opportunity. I've included my resume for your consideration. Please feel free to contact me via phone at (415) 555-5555 or by e-mail at nlarson@dons.usfca.edu at a time of your convenience to discuss my background as well as my qualifications for the role. Thank you for your time and consideration.

Regards,

Nelle Larson