

October 3, 2016

Recruitment Team  
ABC  
1 Happy Place  
Anywhere, CA 94925

Dear Hiring Manager,

I am a student at Saint Mary's College of California and am very interested in the SEED Program. I am a Business Administration major with concentrations in Global Business and Data Analytics and a Spanish minor, and I believe the opportunity to participate in this unique program at ABC would provide invaluable experience as I pursue these areas.

<b>YOUR REQUIREMENTS</b>	<b>MY QUALIFICATIONS/EXPERIENCE</b>
<b>Problem Solver</b>	Many projects I have worked on have not gone according to the original plan, and through this I have developed the ability to take a step back and determine the best course of action to fix the error.
<b>Quick Thinker</b>	While volunteering in Mexico, much is up in the air. I learned to think on my feet and work with what I had in order to complete projects, especially when working with the children of the community.
<b>Innovative</b>	While tutoring, I learned that it is important to come up with new ways to make studying fun, such as creating odd little stories to remember vocabulary words and creating colorful character maps.
<b>Strong Communication Skills</b>	I have been a member of many executive teams for clubs throughout college and high school. I am currently the treasurer and secretary for Saint Mary's Rotaract. This requires communication skills, as I am in charge of making sure everyone is aware of what was discussed at every meeting.

I feel I am a good fit for the program, and I would appreciate the opportunity to discuss the internship position, as well as answer any questions you may have. I can be reached at (415) 205-0002 or [ssm3@stmarys-ca.edu](mailto:ssm3@stmarys-ca.edu). Thank you for your consideration.

Sincerely,

Susan Smith