

Date

To Whom it May Concern: **(or recipient's name)**

Please accept this letter and the enclosed resume as application to and interested in employment opportunities with your organization.

I am a strong communicator with excellent leadership and team management skills. I am capable of working with and building strong teams.

As you'll see by enclosed resume I've gained extensive experience as a **prior position/employment** while employed with **prior employment**. That experience includes _____, _____, and _____. I am nearing graduation from Spartan College of Aeronautics and Technology with a degree in **Spartan program** and know my newly acquired technical skills will be enhanced by my prior work experience making me a valuable member of the team.

I look forward to speaking with you regarding any open positions and how my skills and expertise can make me an asset.

Please feel free to contact me at your convenience via email or phone provided below.

Student/Graduate Name

Student/Graduate email address

Student/Graduate Phone