

Date

To Whom it May Concern:

Please accept this letter and the attached resume as application to the **position name** position with **Company name** posted on **date** on **website/job requisition**.

I am a strong communicator with excellent leadership and team management skills. Through my experience with **Company name**, I gained valuable critical thinking and customer relations skills and believe that with accountability and reliability comes professional and personal success. I am capable of setting personal and departmental goals ensuring production and quality.

As you'll see by enclosed resume I've gained extensive experience as a **previous experience/position**. This experience coupled with my **Spartan program** education from Spartan College of Aeronautics and Technology have given me the technical skills needed to perform the duties of this position with excellence and a superb attention to detail.

I look forward to the possibility of joining the **Company name** team.

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

Student/Graduate Name

Student/Graduate Email

Student/Graduate Phone