Alison Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · alison.applicant@email.com

December 17, 2020

Perry Lee

Director, Human Resources

Columbia State Community College

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I read with interest your posting for an Academic Advisor in the Student Academic Success Center at Columbia State Community College. I know that this is the correct position for me as I feel that my experience and education fit the type of person you are looking for to fill this position.

I am a firm believer that education is an investment in oneself, having recently completed my MS in Adult Education through Buffalo State College's online program. I hereby enclose my resume and other required materials for your review.

I look forward to speaking with you further about what I may offer Columbia State Community College as an Academic Advisor in the Student Academic Success Center.

Sincerely,

Alison Applicant