

Sarah Summers
8086 Tularosa Lane
Santa Fe, New Mexico 87501
Telephone: (505) 555-0387
E-mail: ssummers@domainuniv.edu

August 26, 2013

Mr. Sam Jackson
Ransom Resources, Inc.
613 Old Mill Road
Albuquerque, New Mexico 87120

Dear Mr. Jackson,

Are you looking for a dynamic self-starter with a proven record of accomplishment in both business and academics? I am seeking an entry level position in systems administration with your company.

I will be graduating this spring with a degree in Computer Science from State University. I have maintained a 3.5 GPA while working thirty hours a week helping clients install and implement business application systems.

In addition to financing my college education, I had the privilege to be a Big Sister the past two years. I have learned a great deal from my "little sister" and have tried to be a good example to her. I have also been active on campus, holding various leadership positions in the service organization Omega Delta Psi ($\Omega\Delta\Psi$). These experiences have taught me how to work with others to achieve common objectives.

Enclosed is my resume for your consideration. You can reach me at the address, telephone number, and e-mail address above. I look forward to the opportunity to discuss my qualifications and experience with you.

Sincerely,

Student Name