Dear Deborah Craft,

I would like to express my interest in the Career Center Student Ambassador position at Colorado State University. As a leader on CSU’s campus and a strong communicator, I have had experience in multiple guest service roles. The mission of the Career Center is appealing to me and I particularly shine when empowering students with resources to help them succeed.

I have proven success at professional communication and guest service skills through my work experiences, community involvement, and academic pursuits at CSU. Some highlights of my experience are:

- Independently presented and lead family tour groups of up to 20 in the CSU Admissions Office
- SLICE LEAD certified: consisted of intense trainings on diversity and leadership skills from multiple campus offices
- Microsoft office and calendaring skills gained in previous work study position
- Successfully planned a team fundraising event for a fraternity resulting in $5,500 to a local nonprofit

With one year left at CSU, I would be able to put my skills to the benefit of the CSU Career Center. In May 20XX, I will graduate with a Bachelor of Arts in Communication Studies.

Please contact me at 970-555-1212 or firstname.lastname@rams.colostate.edu so I can discuss how my skills can be of benefit to the CSU Career Center. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

[Your Name]

[Sign your name digitally or in ink]

[File name ex: FullName_Application.docx]

Formatting Tips
- Clean, legible, professional font in 10-12 pt size
- Single spaced, add one space between paragraphs
- Print on white or neutral paper (no crazy colors)
- .5” – 1” Margins
- Indent bullets
- Spellcheck and reread