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University of Minnesota
Office of Student Affairs
Career and Internship Services

Dear Mr. Jacobs:

I am interested in applying for the Office Manager & Technology Specialist position that was listed through University of Minnesota Employment System. As a current HR professional with interest in technology and student affairs, I was immediately drawn to this position as an opportunity to provide technical support to the students and the department. I believe that my combination of technical skills, HR experience, and knowledge of the U of M would serve Career and Internship Services well in this position.

I feel that I am a great match for this position after thoroughly reviewing the job description, qualifications, and preferences. As my resume shows, I have experiences and knowledge in working with technology and U of M students. As the current HR Representative at Awesome Inc. that specializes in providing hardware technical services and consultation in technologies such as smartphones, iPods, laptops, and gaming consoles, I am responsible for one-on-one and group training with employees for knowledge and skills development around the technical services and consultation that we provide. To ensure that I am being the best I can when training other employees, I am always learning more about and working with technology and hardware on a daily basis to perfect our service quality for our clients.

Next, I have served as peer helper and advised students with personal, academic, and employment concerns from my previous role as a Community Advisor. The major reason for me to be a Community Advisor was the chance to help the students and serve as a positive role model. Being able to assist students will bring me joy and I know this will motivate me to do my best to see that students become successful here at the University of Minnesota.

Lastly, you mentioned during our conversation that you are looking for someone who can take initiatives and help improve the processes around the department; my natural curiosity and obsession for improvement will allow me to fulfill that role. I took on the initiative of creating and regularly maintaining the intranet database of possible questions and solutions for our customer support reps and technician to use when interacting with customers personally or over the phone. I also implemented various green practices at Awesome Inc. to save money, improve work conditions, and be environmentally conscious.

The experience I have attained at my current and previous positions with my personality should allow me to smoothly transition over to the Office Manager & Technology Specialist. This position will benefit from my ability to learn quickly, easily grasp complex concepts, and complete assignments independently or as part of a team with a high level of performance. I am confident that I have the necessary skills, attributes and professional demeanor to perform at a high level in the position. If you feel there is a mutual interest, I would welcome the opportunity to meet with you to learn more about the department, the requirements of the position, and how my qualifications be a good fit. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Paul Baller III