

Roy Jones Jr.
1985 Buford Ave.
St. Paul, Minnesota 55108

June 27, 2011

Marc Jacobs
Career Center for Science and Engineering
100 Union St. SE
Minneapolis, MN 55455

Dear Mr. Jacobs:

My name is Roy Jones Jr. and I am a senior at University of Minnesota-Twin Cities, majoring in Housing Studies with a minor in Family Social Science. I am writing this letter to express my interest in the Front Desk Specialist position with the Career Center for Science and Engineering at the University of Minnesota-Twin Cities.

I believe that I have a friendly personality and solid work ethic to become a valuable asset to this department. I am currently employed as a Peer Advisor at Career and Internship Services (CCE, CFANS, CDes) and am enjoying the experience working with students and assisting them with their job and internship searches. This has led me to explore job opportunities related to higher education and student counseling. I enjoy helping college students succeed and this position would allow me to gain valuable full-time professional experience in the field. Moreover, being employed at Career and Internship Services at the University has allowed me to gain useful knowledge of career services software such as GoldPASS and the Google calendar system while gaining practical customer service, organization skills and advising experience.

Also, I am currently interning at San Jose State University in the Housing Services Department as an Educational Development Intern during the summer, to gain additional higher education experience while completing a required housing internship to finish my major. Being able to combine a housing related internship with higher education has given me a unique opportunity to explore my interests and gain exposure to another aspect of higher education, while gaining more student focused experience. At this time, I have two more courses to complete in order to receive my undergraduate degree in Housing Studies. I am confident that I can balance this position and courseload. As a Peer Advisor, I have learned that it is never too early to start searching for career opportunities and this seems like a perfect job for me to utilize my skills and seek a career that I am enthusiastic about. I would be grateful to receive an interview for this position.

Sincerely,

Roy Jones Jr.