[Your name]

[Your phone number]

[Your email address]

[Optional: City, State, ZIP]

[Date]

Student Leadership

Seattle Central College

1701 Broadway

Seattle, WA 98122

Dear Hiring Manager(s),

[The first sentence should include your name and the role(s) you intend to apply for. Use the second and third sentences to tell the employer, how you learned about the jobs opportunities and share a little about yourself (program of study, year at central, etc). In the last sentence, express your excitement and appreciation for the opportunity.]

[In your second paragraph, you want to answer the first question: **What does leadership mean to you and what does it look like?** In the second and third sentences, further explain your definitions and use examples whenever possible}

[In your third paragraph, you want to answer the second question: **Which specific position(s) or student leadership boards, you are most interested in and why?** Please be specific – if you are interested in more than one position/board, please rank the top two or three you are most interested in. Use the second and third sentences to tell the employer why you’re applying to the job, highlighting your relevant strengths and skills]

[In your fourth & final paragraph, you want to answer the final question: **What skills, experiences, or knowledge do you hope to learn from being in Student Leadership?** Please share what you hope to learn if offered a job in Student Leadership. Use the second and third sentences to explain why you are a good fit by summing up your qualifications as they relate to the position. Finally, express your interest in moving forward in the hiring process.]

Sincerely,

[Your Name]