

Cover Letter

**Samuel Hampton**

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March 20<sup>th</sup>, 2015

Monte Ray  
Dean of Student Life  
Cal State Monterey Bay  
100 Campus Center  
Seaside, CA 93955

Dear Mr. Ray,

I am applying for the Student Services Coordinator position posted on the CSUMB’s employment website. I think I’m a good fit because I have 3 years’ experience working with students.

I believe the qualities you seek are well matched by my track record:

<u>Your Needs</u>	<u>My Qualifications</u>
College Degree	Bachelor of Arts in Psychology
Customer Service / Communication Skills	Assisted 20 customers per hour at a retail store, worked cashier desk
Project Management / Event Coordinator	Planned and collaborated orientation events for 200 incoming students
Assists / Guide Students	Guided students through registration process, answered questions and welcomed them to campus
Computer / Software literacy	Experience with CMS PeopleSoft, MS Office, Google Mail, and Photoshop

I would like the opportunity to discuss how I can make a significant contribution to Student Activities. Attached is my resume. I look forward to hearing from you.

Sincerely,

Samuel Hampton  
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