Janice Job Searcher  
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February 1, 20--

Mr. Martin Burgstrom  
Hiring Manager, Student Employment   
Any Town Junior College  
400 Collegetown Way  
Any Town, USA 11111

Dear Mr. Burgstrom:

I saw your posting for student employment on the job search boards at school last week. Currently I'm a freshman with a half-time course load so I'm available for work from 1:00 pm till 8:00 pm. I noticed your need for a server in the Student Union Café during late afternoons and evenings. With this cover letter, I'm introducing myself and asking for the chance to bid for that job.

I was very excited when I saw the listing because all through high school I worked part-time at Lana's Café in Big Town—bussing tables and then as a waitress. So I have the experience you are looking for and the interest in serving the public—which seems to come naturally. In fact, I am majoring in restaurant management, which ties in with the kind of part-time job I'd like to have.

If you're available to meet with me I'd be glad to come to your office any afternoon. You name the day and time and I'll be there. You can reach me at my home phone or on my cell at the numbers above.

Thank you for the chance to introduce myself through this letter. I hope to meet with you soon.

Sincerely,

Janice Job Searcher