

Your Name
Current Address
City, State Zip Code

Date

First Last Name, Director
Fresno State Upward Bound
5240 N. Jackson Ave.
Fresno, CA 93740

Dear Mr./Ms. Employer Last Name,

I am applying for the Assistant to the Academic Specialist position that was advertised on HireFresnoState. Your program's commitment to serving low-income, first-generation college bound high school students who have the potential to succeed captured my attention. In fact, I will be the first member of my family to graduate from college and know firsthand the importance of programs such as AVID and Upward Bound. The position seems to fit very well with my education, experience and interests.

As you will see on my resume, I have worked in variety of positions during my first **two years of college**. In addition, I participated in activities and community service, where I have gained the skills you are seeking including supervision, customer service, **oral and written communication, interpersonal, leadership**, teamwork, computer (including **Microsoft Office**), and clerical skills. Also, my psychology coursework has prepared me to apply my scientific studies of human behavior to the real world. Furthermore, I am bilingual and am comfortable in interacting closely with **diverse** individuals from all ages and socioeconomic and multi-cultural backgrounds.

I would welcome the opportunity to review my qualifications and background in greater detail. Please feel free to call me at (area code) (phone number) or reach me by email at (email address). I am available to meet you at your earliest convenience. Thank you for your consideration. I look forward to talking with you.

Sincerely,

(Hand written signature)

Your Name

Assistant to the Academic Specialist
Fresno State Upward Bound

- Organize & supervise high school students in a classroom & tutorial setting
- File, make copies, prepare instructional packets, input information for students
- Create spreadsheets for student records regarding summer program and student internships.
- Attend regular staff meetings and all mandatory trainings
- Help organize activities for afternoon classes.
- Maintain all required records and progress reports of each student confidential.

- Must have completed **two years of college**
- Ability to work with a **diverse** population
- **Good writing and communication skills**
- Demonstrate good enthusiasm, **leadership** and **interpersonal skills**
- Knowledge of **Microsoft Office** programs