

# SAMPLE COVER LETTER

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Brewster, NY 10509  
Phone: 845-000-0000

Dena Altavilla  
4-H Youth & Family Program Director  
Cornell Extension Putnam County  
1 Geneva Rd.  
Brewster, NY

March 9, 2017

Dear Ms. Altavilla,

As a Johnson & Wales Hospitality student, I am responding to your Summer Assistant Ad in the Pennysaver.

At Johnson & Wales, students are thrust right into their major, so while I am just finishing up freshman year, I have already done an Internship and taken courses in customer service and facility operations. My intended major concentration is event planning, and I have done some work with regard to wedding celebrations.

As you can tell by my 4.0 GPA, I am a hard worker and eager to learn. I love working with people and thought that your organization would be a great place to start.

Attached is my resume, and would be glad to provide references if you would like them. My availability this summer is May 21<sup>st</sup> through August 10<sup>th</sup>. I will be home twice in April if you would like to meet me in person.

I look forward to hearing from you soon.

Cordially,  
Erica Smith