

Desmonies White
Desmonieswhite@gmail.com

123 Company Address
City, State, Zip Code
(xxx)xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

My name is [Your Name], and I am currently a senior at Benedict College. I found [Target Company's] job posting for an assistant project manager on Indeed.com and believe I possess the qualifications and skills for the position. I am in my last two semesters of an accredited social work program. I have volunteered in many different community agencies. Therefore, I have experience in management level work.

I think this company's joint effort to renovate and reconstruct the family and community structure in the old financial district is an excellent long-term project to undertake. I would like to contribute my expertise in the overhauling of this once-thriving urban area.

I am thrilled by the prospect of working with this agency and would like to come in for an interview as soon as possible. Please contact me via email at desmonieswhite@gmail.com, so we can arrange a meeting. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Desmonies White