

Dear hiring official,

I am currently a student at Castle View High School, I hope to graduate in 2020. I am working towards my goal of earning my DVM at CSU in the near future. I saw your ad and I am eager to contribute my experienced based skillset. I have experience in the following areas:

- Design
- Communication
- Sales presentations
- Management
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

I am a highly motivated worker who is passionate about most of the work I do. I feel that I am right for <job position> because I am reliable, hard working, creative, and a natural leader. I am ready to show my advanced communication skills and bring all of my qualifications to <company name>. I would greatly appreciate the opportunity to come and demonstrate my work ethics for you in the near future. Please feel free to contact me at <phone number> <email>.

Thank you very much,

Danielle Storey