

# John Gubbins

E-Mail: john@cazl.co // Phone: +1 (878) 858-5866



Date: [Insert Date]

Dear [Recipient]:

Your office is currently looking for [Job Title] and it is a pleasure to come forward as a candidate for this position. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Office Name] by providing additional information about my professional personality and my career thus far. Hopefully, this letter will help your team build a more comprehensive understanding of my profile.

Firstly, I feel that it's important for your team to gain insights into my professional profile that can't be expressed on a resume. My career to date has been predicated on a passion for bringing the community together and serving the common good. So far, I have been lucky to secure opportunities where I can use my natural skills in communication to bring people together for a common purpose. So, when you and your team are considering my candidacy if there's one thing that might help you characterize me it would be my passion for and love of working with other people.

Your team will also notice there are brief gaps of employment in my resume. In order to give your team a comprehensive understanding of my career development, I want to provide some context for you. As you know, many students have to work to support themselves while in school. This has been my case and I feel fortunate enough to have secured relatively stable, longer-term employment with CalPERS from 2009 until 2012. When my contract with CalPERS ended, I was able to land my current position in retail - a position for which I am very grateful. However, my current position does not afford me opportunities to grow towards my longer-term goals in government and public service. So, I'm hoping to take the next up by working with your office.

I understand how important it is to [Organization Name] to find a person who can make a positive impact. It's also important that [Organization Name] find someone who will be a collaborative, organized, and proactive member of the team and that is certainly how others would characterize me. For example, you might notice that I have received honors and awards from CalPERS, Associated Students Inc., and La Familia Counseling Center. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further.

Sincerely,

[Your Name]

[Your Email Address]