

First Name Last Name
123 Street
City, State 01234
May 22, 2016

To Whom It May Concern at Hawks Quindel, S.C.:

I am applying for the Bilingual Intake Assistant position with Hawks Quindel, S.C., because I have a passion for communicating, writing, learning, and social justice. I believe my experiences with limited English proficiency populations in both Madison, Wisconsin and Madrid, Spain; my fluency in Spanish; my strong oral and written communication skills; and my willingness to learn qualifies me for this position.

As an English Literature and Spanish Language major, I have developed advanced oral and written communication skills which allow me to interact with diverse age and cultural populations. I believe my organizational skills, my patience and empathic approach, as well as my demonstrated drive allow me to be adaptable in working both independently and collaboratively.

In addition to my experience at the University of Wisconsin-Madison, I also studied at Universidad Complutense de Madrid and taught English abroad in Madrid, Spain between January and June 2015 to the [Last Name] family. I tutored their three teenaged children, who had limited English proficiency, weekly for an hour to work on conversational skills. I was able to help teach them English because as a fluent Spanish-speaker, I could translate my instructions into Spanish in order to convey the information to them as needed. I also have recently started working for the University of Wisconsin-Madison's Cultural Linguistics Services Office, teaching university employees how to speak and write English, as well as helping them prepare for citizenship tests. I believe my organizational skills, my patience and empathic approach, as well as my strong oral and written communication skills have allowed me to succeed at interacting with limited English proficiency populations.

My experience as a Writing Fellow and a Co-Facilitator for English 200: Rose Pathways Writing Workshop at UW-Madison enlists my writing abilities as well as my skills at working with large groups and professors. My duties in this capacity involve lesson planning in consultation with professors and reviewing guidelines and expectations for student papers. I also manage and coordinate class schedules and carefully read, review and respond to students' papers before meeting in one-on-one conferences.

I believe that I am an exceptional candidate for the position as a Bilingual Intake Assistant because I have a strong work ethic, am an excellent communicator, am organized and efficient, and like to help others achieve success.

While this applicant's commitment to helping "others achieve success" isn't overtly addressed in a particular section within this letter, this value is apparent across all of the detailed experiences.

Thank you for your consideration in reviewing my application. If you have any questions, please contact me at personalemail@gmail.com. I look forward to hearing from you.

Sincerely,

First Name Last Name

Enclosure

Including "Enclosure" at the end of a cover letter is one way to signal to the reader that other documents (i.e., resume, CV, or references information) are a part of your application packet.

This applicant is applying to be a paralegal assistant, but since the job is about interpersonal interactions and communication, the applicant focuses on those issues and skills.

In this paragraph the writer focuses on various interrelated skills (language competencies, organization, empathy). They strategically highlight how their experiences simultaneously developed many qualities.