**SAMPLE: Cover Letter template – Applying to Student Jobs**

Dear LCC Hiring Manager:

Main Paragraph:

**Introduce yourself as a LCC student who’s interested in working on-campus. Briefly mention the position title and/or type of job you are seeking. List something that makes you unique and qualified.** *(Example - if majoring in Business Management, list 1-2 courses you recently completed).* **It’s also very helpful to share a relevant skill or accomplishment.**

Closing Paragraph:

**Politely state your desire for an interview. Include a brief statement that encourages the employer to respond.** *(Important Note: state the best way to contact you either by phone or e-mail in case an employer requests to schedule a job interview).* **End the letter in a thankful and positive manner.**

Sincerely,

**Student’s Name**

**<USERNAME@mail.lcc.edu>**