

# Federal Work Study Cover Letter

University Career Network Template

[Your Full Name]

[Your Student ID Number]

[Your Phone Number]

[Your University Email Address]

[Date]

[Hiring Manager Name]

[Department Name]

[Campus Building and Room Number]

[University Name]

Dear [Hiring Manager Name or "Hiring Committee"],

I am writing to express my enthusiastic interest in the [Position Title] position (Job ID: [#]) as advertised through the University Career Network. I have been awarded a Federal Work-Study grant for the [Academic Year/Semester] and am eager to contribute my skills to the [Department Name].

As a [Year, e.g., Sophomore] student majoring in [Major], I have developed strong skills in [Skill 1] and [Skill 2]. My previous experience in [Relevant Experience or Volunteer Work] has prepared me to handle the responsibilities of this role, particularly [Specific Job Duty mentioned in posting]. I am known for my reliability, attention to detail, and ability to balance academic rigor with professional commitments.

Working within the [Department Name] appeals to me because [Reason you want to work for this specific office]. I am confident that my positive attitude and willingness to learn will make me an asset to your team while supporting the university's mission.

Thank you for your time and for considering my application. I have attached my resume and my class schedule for your review. I look forward to the possibility of discussing how I can support your department.

Sincerely,

[Your Typed Name]