

[Your Full Name]

[Current Address / Campus Residence]

[Phone Number] | [University Email Address]

[LinkedIn Profile URL - Optional]

[Date]

[Hiring Manager Name or Committee Chair]

[Department or Organization Name]

[University Name]

**RE: Application for [Leadership Position Title]**

Dear [Mr./Ms./Mx. Last Name or Selection Committee],

I am writing to express my enthusiastic interest in the [Position Title] with [Department/Organization Name] as advertised via the University Career Network. As a [Current Year/Major], I have developed a strong commitment to [mention a core value of the organization, e.g., student advocacy/campus engagement] and am eager to contribute my leadership skills to your team.

During my time at [University Name], I have demonstrated my ability to lead through [specific club, volunteer work, or previous role]. Specifically, I [describe a key achievement: e.g., managed a budget of \$X, organized an event for X students, or led a team of X peers]. These experiences have refined my skills in [Skill 1, e.g., conflict resolution], [Skill 2, e.g., strategic planning], and [Skill 3, e.g., public speaking].

What excites me most about this leadership opportunity is [mention a specific program or goal of the organization]. I am confident that my background in [relevant experience] will allow me to effectively [mention a duty listed in the job description] and support the growth of our campus community.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my leadership philosophy aligns with the goals of [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Full Name]