

Submitting materials via Email

EXAMPLE

Application Materials - Position Title, Job ID (if applicable) - Y...

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To position search contact

Cc

Subject Application Materials - Position Title, Job ID (if applicable) - Your Name

Hello [first and last name of the position search contact],

I am very interested in the [position title] opportunity at [organization/company name]. Please find attached my resume and cover letter for your consideration.

During the past [x] years, I have been working towards a degree in [your UW-Superior degree]...

OR

This [month], I have graduated with a [bachelors/masters] degree in [major] from the University of Wisconsin-Superior...

OR

During the past [x] years, I have been working in the [subject related to the position] field...

...[Throughout this time, I've become well versed in [relevant achievements, major success, relevant academic and work experiences]. I believe my skillset and experience would make me a valuable asset to your organization by providing [what skills you can implement, additional values directly linked to the position description in the job ad].

Thank you very much for reviewing my application. I look forward to hearing from you regarding next steps.

Sincerely,

[Your First and Last Name]

[Your Email address]

[Your Phone number]

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