

Application Letter for Work Study Job Sample

456 B Street
Hayward, CA 94542

April 23, 2006

Ms. X:
ABC Company
123 Streets
City, CA Zip

Dear Ms. X (*Name of Employer- call and inquire*):

I am very interested in applying for the peer counselor work-study position in the Career Development Center. I believe my qualifications may be of interest to you.

Based on my four years being a residential camp counselor and mentoring high risk teens in the Oakland's public schools, I would love to use my counseling and event planning skills with your students. I used the resources at the Career Development Center several times and have benefited from the counselors' advice. I am a self-starter, conscientious and very detail oriented. I would enjoy greeting new students at your center and helping them in using the center's resources.

I will call you on August 1, 2008 to discuss the possibility of an interview so that I may share with you further my skills and experiences. If you have any questions, please call me at (510) 885-2010.

I look forward to hearing from you.

Sincerely,

Karen Lim