**Jane Smith**

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Date

Individual’s Name at the Organization Name of Organization

Address of Organization City, State Zip

Dear Mr. Name (or Hiring Manager):

*Paragraph 1. tell how you learned about the position.*

I am applying for the Office Clerk (USA 2017-223423) internship position currently posted on the USAJOBS website.

*Paragraph 2. give a 2-3 sentence summary of your background and critical skills (hard skills) that make you qualified for the position.*

As you will see from my application and resume, I have two years of experience working in an administrative support position at the city of San Antonio tax office as a part-time employee while I have been pursing my studies in office administration. I have considerable experience in office procedures and in working with various computer programs.

*Paragraph 3. provide the reader with an understanding that you value what their agency values (mission) and describes how your own values aligns with theirs, making you a great candidate for the position. Requires you research the organization’s or department’s goals and mission.*

As a city of San Antonio tax office employee, I fully understand and value the mission of the USA Tax Department to provide thorough and professional service to all citizens who contact the office.

*Paragraph 4. indicate your anticipation to hear back from the individual.*

I look forward to the opportunity to talk with you to discuss how my education and experience can be a value to the USA Tax Department.

Sincerely,

*Jane Smith*

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