

Hogwarts College
198 College Hill Rd.
Box 123
Clinton, NY 13323 25

July 2063

Guy Bossman
Hogwarts College Career Center

Dear Mr. Guy Bossman,

I am a freshman at Hamilton College and am excited at the prospect of working with the Career Center as a Peer Presenter. Having taken two public speaking courses during my high school career, I am very comfortable speaking in front of large groups of people and my strong leadership skills would make me a valuable asset to the Career Center team.

During my senior year of high school, I organized a school-wide, group discussion about diversity in higher education. This project allowed me to independently pursue a topic that interests me and improved my organizational skills, teaching me how to effectively lead a group of my peers. Besides my academic commitments, I am also currently a member of the Debate Society and the Varsity Swim Team at Hamilton College.

I hope to have the opportunity to discuss with you the contribution I can make to the Career Center as a Peer Presenter, and am available to interview at your convenience. The best way to reach me is by phone at (123) 456- 7890, or by email at ohamilton@hamilton.edu.

Thank you for your time and consideration.

Sincerely,

Olive Hamilton