**SAMPLE EMAIL COVER LETTER**

**Subject Line of Email Message**: Student Assistant Position - Your Name

To the Campus Office,

I am very interested in the student assistant position at the Campus Office that you advertised on the XYZ job posting website.

For the past two years, I have been employed as an assistant in the Math Department at XYZ, where I performed various office duties. In my current position, I report directly to the department head.

My duties in the Math Department include such basic office tasks as working with Microsoft Word, researching and preparing PowerPoint presentations, preparing Excel spreadsheet programs for math professors, and assisting in the preparation of various department class presentations.

I feel that I have a sound work ethic and have been employed in some capacity ever since my junior year in high school when I worked in the mailroom at a local newspaper. I am highly responsible, I pay close attention to details, and I understand the need for confidentiality. All of these attributes contribute to making me an ideal candidate for your student assistant position.

I have attached my resume for your consideration and would appreciate the opportunity of an interview to present my qualifications in more detail.

I look forward to hearing from you.

Sincerely,

Your Name  
Email  
Phone