

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Resident Assistant position for the upcoming academic year at [University/College Name]. As a current [Your Year, e.g., sophomore] majoring in [Your Major], I believe that my leadership skills and passion for community building make me an excellent candidate for this role.

Throughout my time at [University/College Name], I have actively participated in various student organizations, including [List any relevant organizations/positions]. These experiences have allowed me to develop strong communication and conflict resolution skills, which I believe are crucial for a Resident Assistant.

I am eager to contribute to creating a welcoming and supportive living environment for all residents by organizing activities that foster community engagement and inclusivity. My ability to relate to peers and mediate conflicts will help ensure that all residents feel heard and valued.

Thank you for considering my application for the Resident Assistant position. I am looking forward to the opportunity to contribute to our campus community and further develop my leadership skills. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Sincerely,

[Your Name]