

Campus Employment Application

Administrative Support Position

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Employer's Name]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Administrative Support position advertised for [specific department/office] at [University Name]. With a keen understanding of office operations and a commitment to excellence, I believe I would be a valuable addition to your team.

I am currently a [Your Year, e.g., sophomore, junior] majoring in [Your Major] at [University Name]. In my academic coursework, I have developed strong organizational and communication skills that are crucial for effective administrative support. Additionally, my previous experience working as [mention any relevant experience, e.g., intern, volunteer, etc.] has equipped me with the ability to manage multiple tasks while maintaining attention to detail.

I am particularly drawn to this position because [mention specific reasons related to the department or skills that align with the job]. I am eager to contribute my skills to help streamline processes and support your team effectively.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Department/Office Name] at [University Name]. Please find my resume attached for more details on my qualifications.

Sincerely,
[Your Name]