

Holly Hunter
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February 7, 2025

Mr. Evan Charleston
Writing Center, RM. 805
New City Community College
1010 14th Avenue
New York, NY 10000

Dear Mr. Charleston,

I am excited to apply for the Writing Tutor position at the New City Community College Writing Center, which I was referred to by my Academic Advisor Dr. Mindy Singh. My current status as an Adolescent Education major with an emphasis in English at Hunter College combined with my relevant volunteer experience make me a great candidate for this position.

My studies at Hunter College require me to be current on the methods and technologies in education. I have excelled in all of my courses including Educational Psychology and Teaching English Methods to a Diverse Population. In these courses, I have learned about effective approaches to presenting information on the grammatical, lexical, and syntactic aspects of the English language. I have researched alternative interventions and ways to adapt to unique students' learning styles and improve their writing, reading, and study skills.

As a volunteer tutor at New York Cares in the Sophomore Skills program, I meet one-on-one with high school sophomores on a weekly basis to improve their reading, writing, and math skills and prepare them for the standardized tests they will have to take in their junior year. In collaboration with my supervisor and other volunteers, I have developed a guide of alternative approaches to help students better understand the material and am proud to report that our students have successfully shown improvements in their exam scores.

My experience, strong work ethic, professionalism, and commitment to students make me well suited to be a Writing Tutor at New City Community College. I have included my resume for your review and can be reached by phone or email to schedule an interview. Thank you so much for your time and consideration.

Kind regards,

Holly Hunter

Thomas Hunter
100 4th Avenue
New York, NY 10000
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June 4, 2028

Assemblywoman Jane Doe
New York State Assemblywoman
Manhattan District Office
185 9th Avenue
New York, NY 10000

Dear Assemblywoman Doe,

I am writing to express interest in the internship at your District Office that was advertised on Handshake. This opportunity intrigues me as a Political Science major graduating from Hunter College this fall, one who is interested in the impact of public policy on all members of our society. My research, written communication, and analytical skills make me the ideal candidate to contribute to your team.

Studying political science has given me the chance to thoroughly research a variety of topics and continuously improve my writing skills. It has not only broadened my outlook and forced me to think more critically, but it has also made me better able to express important ideas about a plethora of issues. For example, while researching for a recent paper on eminent domain, I discovered the disproportionately negative effect government takings have on impoverished and minority communities. Research experiences such as these are what drive me to want to make a difference in our community. Additionally, as a Media Studies minor, my journalism courses, in particular, have further strengthened my communication skills by preparing me to write for a wide audience in a well-structured manner.

Utilizing my research and communication skills as part of your team would enable me to make that difference. I look forward to discussing this opportunity with you in person. Thank you for your time and consideration.

Sincerely,

Thomas Hunter

Holly Hunter

New York, NY

555.511.5111

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February 1, 2026

Kelly O'Sullivan

Human Resources

ACA International

489 Park Avenue, 15th floor

New York, NY 10020

Dear Ms. Sullivan,

I am reaching out to apply for the accounting internship this summer at ACA International. In addition to my accounting work experience that I will describe below, my studies at Hunter College as an Accounting major qualify me as a strong candidate for this position.

For the last two years, I have been working at Smith & Blanchard Associates as an Accounting Assistant primarily for international business accounts. I have assisted with general bookkeeping duties, including creating and managing Excel spreadsheets for various client accounts and overseeing accounts payable and receivable using QuickBooks. In addition, I oversee the office inventory, manage orders for office supplies, and maintain the general order and appearance of the front office.

As a current Bachelor of Science candidate of Accounting at Hunter College, I have taken various related courses including Managerial Accounting and Advanced Accounting I and II. These courses have allowed me to further develop my knowledge of accounting procedures and professional business culture, which I believe will be valuable as an intern.

I am confident my experience as an Accounting Assistant as well as my current studies will make a valuable contribution to ACA International. I have enclosed a copy of my resume for your review, and I would greatly appreciate the chance to meet with you to discuss the position further. I look forward to hearing from you.

Sincerely,

Holly Hunter