



Work Study Application Letter

"Connecting Curriculum and Career"

Kim S. Lim
456 B Street
Hayward, CA 94542

April 23, 2017

Jane Doe-Johnson, Director
Academic Advising and Career Education, SA 2300
California State University, East Bay
25800 Carlos Bee Boulevard
Hayward, CA 94542

To Jane Doe-Johnson (*Name of Employer; call and inquire*):

I am very interested in applying for the Peer Advisor work-study position in Academic Advising and Career Education; I believe my qualifications working with students support my interest.

After four years as a residential camp counselor and mentoring high risk teens in the Oakland's public schools, I would want to use my counseling and event planning skills with our students. I used the resources at Academic Advising and Career Education several times and have benefited from the counselors' advice. I am a self-starter, having initiated follow-up groups and one on one mentoring from the resources I have gained. I am conscientious; and very detail oriented; generally proofing all documents before we printed at the camp. I would enjoy greeting new students at your center and helping them in using the center's resources.

I will call you on August 1, 2018 to discuss the possibility of an interview so that I may share with you further my skills and experiences noted on my attached resume. If you have any questions, please call me at (510) 885-2010.

I look forward to hearing from you.

Sincerely,

Kim Lim
klim@horizon.csueastbay.edu
Enc: resume