

KARRA MCCRAY

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Department of Homeland Security
Customs & Borders Protection
Administrative and Office Support

RE: Pathway Internship Student Trainee

To Whom It May Concern:

I am writing this letter to offer my services and express interest in the Student Trainee position that was recently posted. I am a very tenacious, hard-working, and dependable young woman who strives to be of utmost service to my community and those around me. I am confident that my passion for public service along with my experience and skills combined creates an excellent match for this opportunity.

My four year experience as Representative Carl Anderson's Legislative Aide and Mr. Jack Scoville's Legal Assistant has allowed me to gain a well-rounded skill set, including first-rate critical thinking and interpersonal abilities that excel the requirements that you seek in a candidate. Both of these jobs required me to interact with people on an everyday basis and has afforded me the opportunity to work well others to best satisfy the needs of the client. Working for an attorney and state legislator has also assured that I can multitask and handle all things, even those unexpected, in a professional and respectable manner. Additionally, I can take initiative to prioritize my tasks and projects independently, usually requiring little to no oversight.

With my educational and previous work experience, along with my expertise in conducting research, drafting correspondence and maintaining effective written and oral communication, I am certain that I would be a great asset to the team. I would appreciate an interview to discuss the ways in which my skills and abilities would be well-suited for this position.

Thank you for your consideration and I look forward to hearing from you soon!

Sincerely,

Karra W. McCray