**THAO-VY NGUYEN**

[tvyng7381.weebly.com](https://www.google.com/url?q=http%3A%2F%2Ftvyng7381.weebly.com) - [thaovy81@yahoo.com](mailto:thaovy81@yahoo.com) - (760)917-3518

May 3rd, 2015

Contact Person's Name

Contact Person's Position or Title

Company's Name

Company's Street Address

Company's City, State, and ZIP Code

Dear Mr. /Ms. Contact Person's Name:

I am writing to apply for the XX position you recently listed with the MiraCosta College Career Center.

I am currently attending MiraCosta College and will complete my certificate program or AA Degree in XX by spring, [year]. I maintained a 3.5 GPA. You may briefly describe classes you completed and the skills you acquired, and/or describe work experience and how your skills relate to their desired qualifications; you must decide what from your background is most closely related to the candidate the employer is seeking.

In my position as XX, I utilized effective communication skills while coordinating with other coworkers, resulting in strong professional relationships.

I am confident that my knowledge and abilities will be of value to your company. I am requesting a few minutes of your time to discuss my qualifications, and will contact you to arrange a meeting. In the meantime, if you have any questions, please do not hesitate to call. Thank you for your consideration of my application.

Sincerely,

Thaovy Nguyen