January 7, 20xx

Katherine Richardson Communications Director CUNA & Affiliates

P.O. Box 431 Madison, WI 53701

Dear Ms. Richardson,

I am writing to apply for the Communications Associate position at CUNA & Affiliates. I recently saw the opening posted on the CUNA Career Opportunities web site. I would like to take this opportunity to show how my background in writing, research, and web design make me highly qualified for the position.

From my experiences both inside and outside of the classroom, I have honed my writing, research, and web design skills. In my coursework, researching and writing a variety of pieces for diverse audiences helped me learn to effectively target a piece to the reader. As the assistant to the Director

at UW-Whitewater’s University Center, I worked with numerous patrons in order to plan their programs and events. Supervising other student workers required superior oral communication skills. As the Program Coordinator at the Red Cross of Janesville I made web sites more accessible to users. In

addition, my familiarity with desktop publishing would be an asset in working with CUNA’s many publications and newsletters.

I was very impressed to see the amount of high quality press that CUNA offers its constituents. The Credit Union magazine, for example, is not only informative but has a very polished look and layout. I was very excited to see that CUNA writes about cutting edge topics for many audiences including executives, Credit Union members, and law makers. I am confident that my skills in writing, research, and web design would be assets to the Communications Associate position.

In sum, I am very excited to be considered for this position, and I look forward to the possibility of meeting with you and your colleagues. Attached is a copy of my resume for your consideration. In the meantime, if I can provide you with additional information, please contact me at 262-555-3471 or

williewarhawk@gmail.com Thank you very much for your time and consideration.

Sincerely, Willie Warhawk