

Christopher Edwards
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Dear Hiring Manager,

I am writing to express my interest in the opportunity to join your team. I am currently a Pre-Law student majoring in Political Science at the University of Detroit Mercy, where I have developed strong communication, leadership, and problem-solving skills through both my academic studies and professional experience.

Through my current role as a Welcome Desk Associate and Admissions Ambassador at the university, I have gained valuable experience assisting prospective students and families, answering inquiries, coordinating campus tours, and creating a welcoming environment for guests. This position has strengthened my ability to communicate professionally, multitask efficiently, and provide excellent customer service in a fast-paced setting.

In addition to my admissions experience, my previous positions in hospitality and youth coaching have helped me build strong interpersonal and leadership skills. Working as a Host at Nara Sushi Hibachi Steakhouse and as a Cashier at Houston's Hot Chicken taught me the importance of teamwork, attention to detail, and maintaining a positive customer experience. My experience coaching youth sports with i9 Sports also allowed me to develop patience, mentorship, and confidence in leading others.

I am highly motivated, dependable, and eager to continue growing professionally while contributing positively to your organization. I would welcome the opportunity to discuss how my skills, work ethic, and enthusiasm would make me a valuable addition to your team.

Thank you for your time and consideration. I look forward to the opportunity to speak with you further.

Sincerely,

Christopher Edwards