

Andrew Smith

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Marcus Jackson
General Electric
191 Rosa Parks Street
Cincinnati, OH 45202

Dear Mr. Jackson,

I am a first-year criminal justice major at the University of Cincinnati, Clermont College. I am interested in the current Securities co-op position at General Electric for fall 2019. After reading the job description, I believe that my previous internship will align well with this position and allow me to practice my skills in a more hands-on approach. Specifically, I have been involved with the Clermont County Sheriff's office working with their managers and officers to streamline their administrative duties while having the opportunity to job shadow the officers on duty.

During my previous internship experience, I worked alongside officers and clerks in completing their day-to-day routines. My tasks varied each day with organization and administrative tasks at the forefront of my weekly job duties. One specific day I was tasked with organizing over 800 client files. These files, while needing to be kept orderly, needed to be kept confidential. While in this position I was often trusted with sensitive material that remained confidential in my care. Through this trust I gained opportunities for more advanced access and hands-on work with officers.

To further understand my dedication to privacy and my community you should know that I am an active member of my church community where I am a camp counselor every summer for vacation bible school camp. Working with kids to help instill within them values and morals has strengthened my passion for criminal justice. During summers I am able to use my creative skills to find new ways for my young students to become involved and engaged with our community as well as maintain and ensure their safety on all excursions and events.

I am confident that I possess the skill set and knowledge to make a significant contribution in this role. My resume further illustrates my aptitude and skills, and I would appreciate the opportunity to meet with you to discuss my qualifications and this point in greater detail. I will follow up with you next week or may be contacted at 513-555-4567 or smitham@mail.uc.edu. Thank you for your time and consideration.

Sincerely,

Andrew Smith