

## Sage Guide

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Current Date

Mary Jones  
Director of Student Involvement  
Saint James College  
550 Botanical Way  
Montclair, CA 91352

Dear Ms. Jones:

I am applying for the position of Coordinator of Student Involvement, which I learned about through the Career Development Office at Pomona College. I am interested in the position because it offers me the opportunity to enthusiastically support students as they make their way through their college years. As a recent college graduate, I had a wonderful support system at my alma mater and I really want to help other students have a great college experience.

As my resume will display, I was a very active college student as well as an academically strong student learner. In my sophomore year, I was a sponsor mentor and admissions tour guide host. I was a member of the tennis team and was elected Team Captain for my senior year. I was involved with the student government where I, along with other Pomona College student leaders, was instrumental in lobbying to keep the Smith Campus Center open later for student groups to have their meetings. I also wrote for *The Student Life* as a reporter and I had my own jazz music show on the campus radio station, KSPC 88.7 FM.

I enjoyed and fully participated in the residential college life experience and came to know many of my classmates as well as students in other class years both inside and outside the classroom. I am confident that these personal experiences will assist me in engaging Saint James College students in campus events and activities.

I would welcome the opportunity to use my skills, experience, and passion to work for a place like Saint James College. I look forward to further discussing my qualifications with you in person. I can be reached at 909-607-0000 or by email at [sage.guide@pomona.edu](mailto:sage.guide@pomona.edu). Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

*Sage Guide*  
Sage Guide