Nicholas Sarris  **7411 Chipping Road**

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July 28, 2017

University of Virginia

Charlottesville, VA, 22903

To whom it may concern,

I’m writing you today to inquire about and apply for the open position as a student assistant in the Physics Library. Your job posting states that you are currently looking for a willing, dependable individual whom will always make it to every assigned shift, which describes me exactly. Although I don’t exactly have experience in a similar field, I assure you that I will go above and beyond in my duties and follow through with everything required of me.

As a person, I’m very organized and driven. I take ownership of tasks quickly, and am always on top of things. Additionally, as a CS major, I’m very good at all things technology, and will be more than able to help other students with the printers and copiers, as well as the library directory, whenever necessary.

Thank you for your consideration, I look forward to hearing from you soon.

Sincerely,

Nicholas Sarris