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To whom it may concern:

I am a university student who is looking for an interesting summer job that is challenging and exciting. I would like to be a part of your team because I love the environment of your workplace.

I believe that I am a qualified candidate for this position. I am a very quick learner and have a positive and outgoing personality. I am very passionate and enthusiastic when I am given a new job, and will perform my duty to the best of my ability. Due to my experience working with people through my volunteering and previous work experience, I have efficient communication skills that would allow me to deal with customers easily. I am also very good with math and numbers. This position would allow me to use and develop all these skills and learn new ones as well.

I would appreciate an opportunity to interview for a position with you, and to discuss my interests and qualifications. If there is anything else you would like to know, please feel free to contact me. Thank you for your time and consideration.

Sincerely,

Harry Kim