

COVER LETTER

Dear hiring manager,

I am writing to express my interest in a position with your organization that allows me to apply my leadership, problem-solving, and customer service experience in a professional environment. As a student at the University of South Carolina pursuing a degree in computer information systems and an active entrepreneur, I bring a unique blend of technical skill, business understanding, and hands-on leadership experience that aligns well with a wide range of professional opportunities.

Over the past five years, I've developed strong operational and team management experience through my roles as owner/operator of Carolina's Finest and manager at Connolly's Irish Bar. These experiences have allowed me to refine my abilities in communication, adaptability, and high-pressure decision-making. Leading teams in fast-paced environments has taught me how to think critically, handle challenges efficiently, and motivate others to achieve results.

My entrepreneurial experience has strengthened my ability to analyze systems, identify inefficiencies, and implement creative solutions; skills that translate directly to being a leader in business operations. As a computer information systems major with a developing foundation in data analysis, project management, and information systems, I'm passionate about combining business strategy with technology to improve processes and enhance performance.

I would be grateful for the opportunity to bring my enthusiasm, reliability, and drive to your team. I am confident that my diverse background and commitment to excellence would make me a strong contributor to your organization's goals.

Thank you for considering my application. I look forward to discussing how I can add value to your organization.

Sincerely,

Michael Newton

MICHAEL NEWTON

STUDENT AT UNIVERSITY OF SOUTH CAROLINA,

ENTREPRENEUR

Motivated and adaptable professional with 5+ years of hands-on experience in customer service, team leadership, business operations, and crisis management. Proven success in high-pressure, fast-paced environments, with a track record of improving customer satisfaction and streamlining operations. I am working towards a bachelor's degree in computer information systems at the University of South Carolina. I bring strong analytical thinking and technical proficiency to implement in my frontline leadership experience.

LEADERSHIP

I have managed multiple teams in multiple different scenarios from a landscaping business that I owned all the way to be a team leader at a local bar. All instances have made it possible for me to confidently lead a team to complete any project that comes our way.

SKILLS

Team Leadership
Time Management
Conflict Resolution
Technical Skills
Advanced Problem Solving
Cross-Functional Collaboration

CONTACT

Columbia, SC
(123)456-7890

EXPERIENCE

OWNER/OPERATOR – CAROLINA'S FINEST 2025 –
PRESENT

Being an owner/operator of your own business forces you to think on your feet. With that territory it forces you to be able to talk to customers of all sorts as well as team members who need different elements to make the team more efficient.

MANAGER – CONOLLY'S IRISH BAR 2024 –
PRESENT

Being a manager in a fast-paced environment allowed me to gain the skills for quick decision making and being able to think of temporary solutions to put in place until permanent solutions could be applied.

EDUCATION

BS COMPUTER INFORMATION SYSTEMS – UNIVERSITY OF SOUTH CAROLINA 2025 -
PRESENT

Current 3.4 GPA, along with an in progress PMP certification.

HIGH SCHOOL DEGREE – RIVERSIDE HIGH SCHOOL 2023

3.5 cumulative GPA.

ACTIVITIES

Michaelnewton2027@gmail.com

[LinkedIn](#)

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include leadership and volunteer experience here, or show off important extras like publications, certifications, languages, and more.