

Alexander Youngblood
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Orlando, FL 32828
(000) 123-4567

Dear Mr. Doe,

I am writing this letter in regards to your open position for an adjunct professor Literature at Valencia Community College. I am extremely interested in teaching at the college level and I believe that I am ready to begin my career at Valencia Community College.

I have many qualities that I believe will qualify me for this position. I received my Associate in Arts cum laude from Gulf Coast Community College. Currently, I am completing my Bachelor's degree at University of Central Florida. I have been on the dean's list for two straight semesters and I am hoping to graduate with honors from UCF. I have quite a bit of experience with authors that are read for most community college level texts. I believe that I can help students gain insight and understanding from the texts that they read.

Valencia Community College represents a huge opportunity for me and I greatly value your time. Please view my resume that is attached and feel free to contact me if there are any questions. Once again, I thank you for your time and I look forward to meeting you soon.

Sincerely,

Alexander Youngblood

Enclosure