(402) 554-1234 dmaverick@unomaha.edu 123 1<sup>st</sup> Street, Apt #1 Omaha, Nebraska 68182

September 7, 201X

Jordan Smith:

Making a difference in my community has been my passion for the last five years. When I learned about the "First in the Community" initiative at First National Bank, I knew the Management Trainee Program was the perfect match for my aspirations and skills.

Throughout my college career at the University of Nebraska at Omaha, I have been actively engaged as a student leader. As a Program Manager for the Student Service and Leadership Collaborative, I coordinated student volunteers to participate in service opportunities with local nonprofit organizations. Through this experience, I was able to communicate with members of the organization to set project objectives. Then, I recruited volunteers, provided training, and led a team of 8 on the day of service.

In addition to this position, I have held other customer-relation roles, and I recognize the impact that quality service makes. My natural talents allow me to build relationships easily. Whether I am waiting for the campus shuttle or serving customers as a bank teller, I enjoy connecting with people and constantly look for ways to brighten someone's day. I am confident that my previous work experience and positive attitude, along with the skills I gained through completing my Bachelor of Science in Sociology, have prepared me to excel in the Management Trainee role.

My commitment to community first, previous project coordination experience, and communication skills, fit well with this position. Please do not hesitate to contact me if I can provide additional information or clarification. I look forward to the opportunity to learn more about the position and discuss my qualifications further. Thank you very much for your consideration.

Sincerely,

Durango Maverick

Durango Maverick dmaverick@unomaha.edu