

April 19, 2024

Hiring Manager  
Lincoln County Clerk's Office  
301 N Jeffers, Rm 101  
North Platte, NE 69101

Dear Hiring Manager:

I am excited to apply for the position of Temporary Office Staff for the Lincoln County Clerk's Office. As a Lincoln County resident with an interest in law and forensic science, I am looking for a summer position where I can offer my computer and administrative skills. I am detail-oriented and willing to serve in an on-call position. As a Northwestern College student, I am studying psychology and hope to work in a government or criminal justice role after graduating. I would happily apply my leadership, interpersonal, and communication skills to this position.

First, leadership comes naturally to me. In my extracurricular activities, I have taken on various leadership roles where I have been responsible for delegating tasks, managing deadlines, and ensuring that everyone is working together cohesively. I believe these skills will aid me in the role of Temporary Office Staff, where I will be collaborating in a team-oriented setting and working to identify and solve problems using innovative solutions.

Second, my interpersonal skills make me an excellent candidate for this position. I possess a demonstrated ability to work effectively with others from different backgrounds, cultures, and perspectives. I have utilized these skills on countless occasions, including group projects and volunteer events where successful collaboration was essential. As a Temporary Office Staff member, I anticipate using these abilities to build strong relationships with coworkers and clients, always exhibiting a friendly, helpful demeanor.

Finally, communication is key to success in any position, and I am confident in my ability to effectively convey my thoughts and ideas. I have consistently earned high marks in classes, and colleagues have often complimented my ability to explain complex topics with ease. In this role, I will leverage these communication skills to clearly convey my ideas, disseminate information, and effectively bring team members together to achieve success in the County Clerk's office.

Thank you for considering my application for the role of Temporary Office Staff. I look forward to discussing further how I can add value to your organization.

Sincerely,

David Grandel