# **Resume Letter of Introduction**

LETTER TO PROSPECTIVE EMPLOYERS

I am honored by the opportunity to introduced myself to you. My name is Maddison Jefferies, I am 19 years old and currently a freshman at the University of Hartford in West Hartford, Connecticut. I am currently studying towards my Bachelor of Arts Degree in Psychology. Together with my psychology major, I am also minoring in anthropology and business science. My ultimate goal is to qualify with a Master of Science Degree in Organizational Psychology.

I am interested in taking up a position as an intern to gain valuable experience in the industry where I would like to spend my career going forward. Enclosed with this letter you will find a copy of my resume, detailing my past work experience and community service work. I have a deep passion for helping people which is why I have chosen psychology as my career path.

**Skills:** When it comes to my skills, I have put a great deal of effort into developing the talents at which I naturally excel. Firstly, one of my best skills is communication. I am able to communicate clearly and effectively in both written and spoken forms. I am fluent in English as well as Spanish and French. Secondly, I have great people skills and easily get along with anyone I meet. This has served me well thus far in my psychology endeavors.

**Work experience:** During my high school years, I worked for a family as their babysitter. I would look after 3 children, assisting them with homework, preparing and facilitating summer activities and preparing healthy snacks. Additionally, I took on the role of assistant for our high school’s counselor, assisting with general administration and preparing counselor resources. It was during this time that a gain a vast amount of knowledge within the field of counselling and psychology.

**Volunteer work:** During my senior year of high school, I took part in a Big Sister program, mentoring two junior high students from a disadvantaged neighborhood, helping them navigate the changes from middle school to high school in both their personal lives and at school. I am currently volunteering as an outside junior counselor for a local high school.

**Certifications and achievements:** First and foremost, I am a licensed driver with no black marks to my name. I have achieved a level 3 first aid certification which I update regularly. I have completed a basic course for counselling that enables me to assist at the local high school while I complete my bachelor’s degree.

I would love the opportunity to be able to gain valuable experience in your company that will equip me to be the best possible organizational psychologist that I can be. I believe that the best way to become great in your career, is to do the work while you are still learning.

Thank you for your time and consideration. I look forward to hearing from you at your earliest convenience.

Maddison Jefferies  
Psychology Freshman  
University of Hartford