Today’s date

Ms. Lisa Adams

Student Council Faculty Advisor

Marlborough High School

Marlborough, MA 01752

Dear Ms. Adams:

I am writing to announce my interest in the position of Student Council president and state my qualifications.

As you are well aware, I have been on the Student Council for three years. This year, I was elected Press Secretary. I believe I have carried out my duties admirably. I have been active in keeping the local newspaper informed about school events, and I am leading the fund raiser for the Marlborough Emergency Services Foundation.

Some of my other school activities include the following:

 Marlborough High School Panther Tracks Newspaper

 2006 – 2007 News Editor

 2004 – 2006 Staff Writer

 Marlborough Public Schools TV, Channel 98

 Color commentator for Marlborough High School Football

 National Honor Society

 Track and Field

 Shot-put

 Drama Club

 American Field Service

 Junior States of America

 Ski Club

I look forward to hearing from you.

Sincerely,

Alex Daniels

Student Council Press Secretary