

MARY ELLEN CLARK

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August 1, 2009

Ms. Lisa Kim
Managing Director
Apple Theatre Company
75 N. 2nd Street
Pittsburgh, PA 11689

Ms. Kim,

Please accept this letter of application for the position of Executive Assistant at the Apple Theatre Company in Pittsburgh, Pennsylvania posted on philaculture.org. I have very strong organizational, written, and computer skills, and a good eye for detail. I am also nearing completion of a Master of Science in Arts Administration at Shenandoah University. The knowledge I gained through work experience, as well as my education, have provided me with the experiences needed to become an excellent Executive Assistant.

As the Graduate Assistant in the Career Services Office at Shenandoah University, I developed communication and writing skills while reviewing student resumes and cover letters, maintaining the office website and e-mail account, and creating a weekly e-newsletter and newspaper article. These duties allowed me to use my organization skills while planning for the website and newsletters, and to gain strong computer skills in Microsoft Office Word, Excel, FrontPage, and Publisher.

During summer 2008, I served as the Assistant to the Managing Director of Shenandoah Summer Music Theatre (SSMT) in Winchester, Virginia. At this time I updated the SSMT mailing list, organized health and housing forms for the staff, and edited the playbill for each production. I also assisted the Managing Director with a variety of tasks and was a point of contact for the House and Concessions Managers if they needed additional supplies or had an emergency.

In addition to my work experience, I have completed coursework for a degree in Arts Administration. Classes for this degree included project and production management, marketing for the arts, financial management for the creative enterprise and extracurricular activities with the Organization of Arts Management Students.

The knowledge and experience I have gained through work and education are valuable assets that will help me to become an outstanding Executive Assistant. It would be my pleasure to speak with you about this position and the Apple Theatre at your earliest convenience. I can be reached by cell phone at (540) 665-5412 or by email at mclark90@su.edu. Thank you for considering my application for this exciting opportunity.

Sincerely,

Mary Ellen Clark