

CAITLIN SOMEONE

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December 10, 2015

Ms. Holli Phillips
Director of Learning Resources & Services
Shenandoah University
1460 University Drive
Winchester, VA 22601

Dear Ms. Phillips,

I am writing in reference to the Learning Services Specialist position. This past May, I graduated from Shenandoah University with a Bachelor of Science in Psychology. Beginning my professional career at my alma mater, would mean giving back to the institution that has given me so much. I have a strong desire to educate, inspire, and encourage other college students to fulfill their passions. I would like to submit my credentials for your review.

During my time at Shenandoah, I was a Resident Assistant for first-year hall for one year, which was my first experience working with college students, and I loved every minute of it. Having the opportunity to be a part of more students' lives at Shenandoah would mean the world to me. I understand this position requires maintaining records and keeping students' information confidential which I have prior experience with thanks to my internship at Crossroads Counseling Center. When the child I was mentoring moved, I took on a lot of office work such as filing, calling to get paperwork faxed for clients, keeping records organized, and helping wherever else I was needed.

I utilized the Academic Enrichment Center to help with my personal academic achievement. I believe in Shenandoah's mission statement and core values as they pertain to the development and passion for learning among students. Since I am a recent graduate I know what students are looking for in terms of help within this center and I have built great relationships with many faculty members, which would benefit me in this position.

It would be an honor and privilege to give back to my alma mater, Shenandoah University, as the Learning Services Specialist. I look forward to speaking with you further about this wonderful opportunity. I can be reached at (555) 555-5555 or emailaddress@su.edu. Thank you for your time and consideration.

Sincerely,

Caitlin Someone