

Stacy Jackson

407-646-2195 • sjackson@rollins.edu
170 W. Fairbanks Ave. • Winter Park, FL 32789

February 10, 2015

Andrew Patterson
American Red Cross
2525 Tulip Lane
Washington, DC 20006

Dear Mr. Patterson:

Please accept this letter of application for the entry-level communication and marketing position listed on your organization's website. I am motivated to pursue a career in the non-profit sector based on my past volunteer experience and feel confident in my abilities to help the American Red Cross succeed.

As a student at Rollins College, I participated in several local Habitat for Humanity projects and witnessed the completion of two separate homes built for families in need. By collaborating with other students, I helped Habitat for Humanity raise an extra \$100 to purchase small toys for the children who would move into the new home. Observing and working closely with the site leaders taught me the significance of recruiting, motivating and retaining volunteers in the nonprofit world, and piqued my curiosity in the industry.

My other experiences as a child caregiver and an officer in my sorority also required me to develop effective and creative communication strategies to achieve success with my teams. For example, caring for children, ages 3 through 10, challenged me to think of imaginative ways to engage and maintain attention, especially when tutoring students in academic subjects. Meanwhile, leading my sorority as Social Chair required me to schedule, plan and promote several recreational activities for approximately 50 members. These skills and experiences provide me with a level of maturity and a propensity for thinking on my feet, which will make me an asset to the American Red Cross.

Thank you in advance for your consideration. I hope to be given the opportunity to contribute to the growth and success of your organization. My resume is enclosed for your review. Please contact me by phone (407-646-2195) or by email at sjackson@gmail.com if you have any questions about my application materials or wish to arrange a meeting. I look forward to hearing from you soon.

Sincerely,

Stacy Jackson

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Enclosure

1000 Holt Avenue - 2222
Winter Park, FL 32789

June 6, 2014

Katherine Jackson
Jackson Public Relations
51 Mills Avenue
Orlando, FL 32794

Dear Ms. Jackson:

I am writing to apply for the position of Event Planner, as advertised in the Center for Career & Life Planning at Rollins College. Through several recent articles in The Orlando Business Journal, I have learned about the rapid growth and success of Jackson Public Relations in this area, and would like to know more about your organization's unique approach to promotions and publicity.

My interest in public relations began when I served as the Events Intern for the Winter Park Arts Festival. This position required great attention to detail in organizing and executing an event that annually attracts more than 100,000 people. In collaboration with two other interns, I managed an advertising budget of \$5,000, recruited over 100 food and craft vendors, and designed security plans to ensure the safety of guests at the event. My second internship with Best Public Relations in Atlanta, Georgia enabled me to observe account representatives making presentations to large and small clients and co-present a public relations campaign for a local restaurant. As a result, my presentation skills and ability to speak in front of large audiences greatly improved.

My two public relations internships, as well as my coursework and college activities, have prepared me to be a successful Event Planner at Jackson Public Relations. Enclosed are my resume and two writing samples for your review. I will contact you within the next two weeks to see if an interview may be arranged at your convenience. If you wish to reach me prior to that time, please call me at 407-646-2195. Thank you in advance for your consideration.

Sincerely,

Brian McClendon

Enclosures (3)

John Smith

(901) 843-3800 • j.a.smith@gmail.com

Until May 2015: 2521 Semoran Blvd. Winter Park, FL 32822

Permanent: 35100 ABC Ave. Charleston, SC 29401

November 10, 2014

Ms. Myra Rogers
Director
Orange County Historical Museum
812 East Rollins St.
Orlando, FL 32788

Dear Ms. Rogers:

Through the Center for Career & Life Planning at Rollins College, I learned of your spring 2015 internship in historical research. I believe my extra-curricular experiences and coursework in history at Rollins College will enable me to successfully contribute as an intern with the Orange County Historical Museum.

My passion for American history has evolved over the past 5 years and motivated me to continue my education through extra-curricular involvement. For instance, as a docent with the Charleston Architecture Museum, I guided walking tours and answered guests' questions up to 10 hours per month. In another role, as Treasurer of the Civil War Re-enactors Club, I helped raise funds for traveling expenses to Fort Sumter to research the famous battle, the politics of antebellum Charleston, and the atrocities of the slave trade. Finally, my experience as a camp counselor at Grandfather Mountain Wilderness Retreat enabled me to investigate Appalachian culture, using resources provided by the Linville Historical Society. I hope to utilize these skills and experiences as an intern with Orange County Historical Museum.

Enclosed is my resume with additional information about my qualifications. I am very interested in the internship and would welcome the opportunity to interview with you at your convenience. Please expect a call from me after November 17th to verify receipt of my application materials. If you would like to contact me prior to that time, feel free to call (901) 843-3800 or email j.a.smith@gmail.com. Thank you for your consideration.

Sincerely,

John Smith

John Smith

Enclosure

1000 Holt Avenue - 2587
Winter Park, FL 32789

March 15, 2014

Ms. Doris J. Granberry
Principal
Bel-Aire Elementary School
10205 SW 194 Street
Miami, Florida 33157

Dear Ms. Granberry:

Please accept this letter of application for the fourth grade instructional position that is currently available at your school. I learned of the opening through a notice posted on the Miami-Dade County Public Schools website. After completing my Bachelor of Arts degree in Elementary Education this May, I will be eligible for the Florida Professional Teacher Certification in Elementary Education/ESOL (K-6). Additionally, I have passed all three Florida Teacher Certification Exams. I feel confident my academic background and curriculum development skills would be successfully utilized in this teaching position.

Bel-Aire Elementary has achieved high test scores in science and math over the past several years and my instructional skills can contribute to the continuation of your school's high standards. During my student teaching internship, I developed and initiated a three-week curriculum sequence on animal species and earth resources. This collaborative unit involved working with three other third grade teachers within my team and culminated in a field trip to Sea World's Animal Research Unit.

In my work with the third grade classes, I stressed critical thinking and the incorporation of mathematics and science units into the course. The student response was very encouraging as we had a 100% passing rate for this section. In addition, our team met state curricula guidelines and received numerous positive calls from students' families regarding the class material. Both my cooperating teacher and my supervisor from the teacher preparation program complimented me on my enthusiastic classroom presentations.

Please consider this letter an expression of my sincere interest in pursuing elementary vacancies that may arise in your school. I am confident in my ability to create a productive learning environment that is student-centered and welcome the opportunity to interview for a position with Bel-Aire Elementary. If you have any questions, you may reach me at krquick@rollins.edu or (407) 646-2195. Thank you for your consideration.

Sincerely,



Kimberly Quick

Enclosure