Alex Breault

ENGL 516 Job Preparation Activity

Dear Jim Bob,

Hello, my name is Alex Breault and I just wanted to reach out and introduce myself and give some background on my education, job experience, and so forth. If you have any questions please feel free to contact me at any time.

I was born and raised in Wichita, KS attending Blessed Sacrament Catholic School and Kapaun Mt. Carmel Catholic High School along the way to Kansas State University where I am presently a senior. I am studying Computer Science and will be graduating in the coming spring. I have a goal to maintain a grade point average of a 3.5 and have exceeded that goal to this day. My parents instilled a drive for growth and stressed the importance of education from a young age. I have been named to the Honor Roll of all three schools and have been part of many clubs along the way.

As for job history, I started my teen years umpiring little league baseball and softball games and mowing my neighborhood lawns. I have continued both positions to this day while I am home in Wichita over the summers. My first established position was at Freddy’s Frozen Custard as a fry cook. This position taught me many skills, such as time management, quick communication, and customer service. I worked there all throughout high school and had to leave the position to move to Manhattan. While in college, I have worked for the College of Engineering Computing Services as a Student Technician. I was responsible for maintaining all computers in the Kansas State Engineering building. Over this most recent summer, I interned as a Software Developer for Koch Business Solutions. Over the three-month internship, I was face with projects and learned how to quickly adapt my focus and grow my knowledge bank.

While attending a Catholic school my entire life, they instilled a passion to help the community. I have volunteered many hours around Wichita. The main organization I have helped with is Catholic Charities where I have cleaned up parks and playgrounds, cooked and helped feed the homeless, and helped maintain the grounds of the organization and its less fortunate clients. I was also involved in Catholic Youth Organization where we helped repair schools around the city and helped where needed.

As a writer, I possess many strengths. I am very talented when it comes to writing about something I truly care about. I also am skilled at writing research papers and informative documents. I have written for many audiences, such as teachers, other supervisors, and universities.

\*contact info\*

Thank you for your time,

Alex Breault