



# JAKE EGELHOFF

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## About

I am a professional Frontend developer with over 2 years of experience in creating responsive websites tailored to the needs of customers. Proven ability to work effectively in high-stress environments. I take pride in my creativity, professionalism and integrity.

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## Education

### Master of Arts in Composition and Rhetoric

University of Montana

2011-2013

### Bachelor of Arts in English Literature

Quincy University

2006-2010

### Emergency Medical Technician

Unitek EMT

2020

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## Skills

- Strong knowledge of HTML, CSS and JavaScript
- Excellent communication and writing skills
- Attention to detail
- Ability to collaborate effectively within a team
- Professionalism and accountability

## Experience

### Manager of Operations

*The Clean Burn Company LLC / Calistoga, CA*

2023-Present

- Coordinated job-specific logistics, while supervising 4-10 employees on regular basis. Composed documents, edited videos and produced—"The Ultimate Forest Podcast."
- Regularly interacting with clients to ensure satisfaction and standards are being met by our service.

### The US Forest Service

*Wildland Firefighter / California.*

2018-2023

- Served on a variety of Firefighting modules—engines, helicopters and hand crews. Consistently rostered in leadership positions with extra responsibility in high-stress environments.
- Designated medical provider on the fire-line, responsible for designing safety plans with contingency plans in the event of an emergency.

### Graduate Teaching Assistant

*University of Montana / Missoula, MT*

2011-2013

- Designed and taught Composition and Rhetoric courses to 20+ underclassman of various ages and backgrounds.
- Organized writing workshops to guide students toward collaborative learning and improved projects.

# Jake Egelhoff

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## Cover Letter by Jake Egelhoff



I am writing a letter of interest regarding the available position in your company. Your company is known for its innovation, professionalism, and results-driven marketing strategy, which is why I am certain I would make a valuable addition to your team. I would be interested in learning more about the company and available opportunities, so I have enclosed my resume for your consideration.

I am confident that my experience in this field will be an asset to your team. As you will see on my resume, I have a proven record of achievements, which have prepared me well to make major contributions to your organization.

I look forward to speaking with you to discuss how my experience and abilities match your needs. Don't hesitate to contact me at by email at [egelhja@gmail.com](mailto:egelhja@gmail.com) should you have any questions. I look forward to speaking with you.

Sincerely,

*Jake Egelhoff*