Joshua Nightingale

128 Landis Ln.

Green Spring, WV 26722

Dear: Employer,

I am writing in response to your advertisement seeking an employee to work for your company. After reading your job description and responsibility requirements, I am more than confident that my skills and my passion are a perfect match for this position.

I would bring to your company a broad range of skills, including:

* Strong problem solving and work ethics
* Ability to handle pressure
* Great communication skills
* Comprehensiveness to all tasks
* Leadership skills including but not limited to leading by example

I would welcome the opportunity to further discuss this position with you. I have enclosed my resume and reference letters for your review, and I look forward to hearing from you. If you have questions or would like to schedule an interview please reach out to me using my home number at (304) 492-6073, You may also contact me using my cell number (301) 707-0426 or my personal email [me@joshuanightingale.com](mailto:me@joshuanightingale.com).

Sincerely,

Joshua W. Nightingale

128 Landis LN

Green Spring, WV 26722

Home # (304) 492-6073

Cell # (301) 707-0426

me@joshuanightingale.com

Joshua W. Nightingale

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| Objective | I am currently seeking a highly rewarding career where I can use my skills and knowledge to help the company I am employed by as well as my coworkers be successful. I am seeking a competitive and challenging environment where I can establish an enjoyable career for myself and grow with the company. I am very interested in earning my paycheck from week to week proving to the company that my skills are improving on a daily bases showing that I can handle any task the company assigns to me. |
| Skills & Abilities | Website Development (HTML, PHP CSS, SQL), Adobe Software Knowledge, Word Processing, Typing, Problem Solving, Strong Work Ethic, Time Management, Critical Thinking, Handling Pressure, Honesty, Leadership, Creativity, Communication, Fast-Paced, Meticulous, Comprehensive. |
| Experience | Product Specialist - Donaldsons inc., cumberland md May 2017 – Oct 2018  Marketing and sourcing of new products, Warehouse work which includes packaging of products in a timely fashion so that all orders can be shipped by the end of the work day and also ensuring that all products are in inventory restocking when needed. Respite Worker - Potomac highland Guild, Romney WV February 2009 – March 2017  Provided care for a child with an autistic disability, such as bathing, getting dressed, understanding homework and other activities of daily living. Misunderstanding with the company which led us going separate ways. customer service - ACS, Frostburg MD June 2008 – January 2009  Telecommunication with Blue Cross Blue Shield Providers providing information for the Providers insurance claims. Moved to West Virginia and could no longer travel the distance to work. customer service - JAK Productions, keyser wv January 2005 – March 2007  Telecommunication, Collecting donations on behalf of various organizations such as Children’s Cancer Network and Maryland Troopers Association. Company moved to a new area that I could not travel to on a daily bases. customer service - powertel, keyser wv April 2000 – September 2005  Telecommunication, Collecting donations over the phone on behalf of various originations such as the Fraternal Order of Police, Children’s Cancer Network and many others. Company filed bankruptcy and moved from the area. |
| Education | **Kaplan University — Online Schooling** Completed 10 credits toward a BS in Science and Information Technology with a GPA of 3.85, Will be returning and finishing school. Currently on hold.External Diploma Program, Frostburg MD Graduated, June 1998 Westmar High School, Lonaconing MD 1993 – 1995 Westmar middle School, Westernport MD 1990 – 1992 |
| Interests | Learning new programing languages, developing websites, developing games, computer repair and service, Being involved in online gaming communities, Learning about new technologies being developed and also reading science fiction novels on my down time. |
| references | **Rusty L Marlow**  ACS, SUPERVISOR  FROSTBURG MD  (520) 559-6794  **Stacie Hettel**  ACS. CO-WORKER  FROSTBURG MD  (304) 209-9176 Carla Welch ACS, CO-WORKER  FROSTBURG MD  (301) 707-2764 Jimmy Gentry J&J SERVICES, CO-OWNER  MIDLAND MD  (301) 786-2180 |

To whom it may concern

I was Joshua Nightingales Supervisor at ACS. In his position as a Customer Service Representative, Joshua was employed in our center for approximately 1 year.

Joshua did an excellent job in this position and was an asset to our organization during his tenure with ACS. He has excellent written and verbal communication skills, extremely organized, can work independently, and is able to effectively multi-task to ensure that all projects are completed in a timely manner.

Joshua was always willing to offer his assistance and had an excellent rapport with our client and our employees. He would be an asset to any employer and I recommend him for any endeavor he chooses to pursue.

Sincerely Yours,

Rusty L Marlow

US Army SSG Retired

(520) 559-6794

To whom it may concern,

    This is in reference to Joshua Nightingale. I have worked with him in the past and have found him to be a very astute employee. He is an employee who is always on time and did contact employer if he was going to be late. He has excellent written and verbal communication skills. Joshua is a very organized person and that skill did extend to his work. He is an independent worker and is able to think out his problems on his own and needed very little help from others. He is able to multi-task. Joshua has a great personality. I would work with him again if the opportunity would arise.

Thank you,

Stacie Hettel

304-209-9176