

2820 W. North Ave
Chicago, IL, 60647
December 20, 2012

Eva Terry
Teacher
Holy Trinity High School
1443 West Division Street
Chicago, IL, 60642

Dear Ms. Terry

I am responding to the November 27th advertisement in the Holy Trinity Newspaper: The Blue and Gold, I have enclosed my resume in hopes of obtaining the Assistant Position.

I have many years experience doing volunteer work in various environments with unique cultures to those organizations. My work has typing, designing, advertising, filing information and planning events in fast-paced environments. I have also been responsible for purchase orders and delegating tasks. I am a hardworking, focused and insightful individual who possess many leadership abilities.

I am currently a senior at Holy Trinity High School and I am in the top ½ of my class. I am very active both inside and outside of my school. I am president of Student Government, and Black Student Umoja (BSU), I am also a member of the student ambassadors and a board member for student leader committee. I have gained valuable skills in several computer programs including Microsoft Word, Excel, PowerPoint, and Office.

I would like the opportunity to discuss my qualifications with you in person. You can reach me at (312)-788-4473. Thank you for taking the time to consider me for the position.

Sincerely,

Crystal Jones

Enclosure

Crystal Jones

cjones2595@gmail.com

Objective

A internship position in a Chicago based company or organization that will allow me to utilize my skills and education to gain experience of a professional work environment.

Profile

A junior at Holy Trinity High School, the top half of class, very active both inside and outside of school, member of the student ambassadors and a board member for student leader committee. Have valuable skills in several computer programs including Microsoft Word, Excel, PowerPoint, and Office.

Education

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Holy Trinity High School – Chicago, IL
- June 2013

Achievements

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Most improved student award presented from Link Unlimited
- Chosen by HTHS president to attend all expenses paid leadership training at St. Edwards University in Austin, Texas
- Nominated by fellow classmates for the opportunity to partake in a college readiness program.

Activities/ Interest

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Tutoring and mentoring Youth
- Volunteer work for the elderly
- Board member for the Student Leaders and Ambassadors Committee
- Softball (3rd Base)

- NHS (National Honor Society) Potential
- BSU (Black Student Umoja) member and Potential President

Skills

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Cashier training
- Proficiency in Microsoft Word, Excel, PowerPoint, Office, and Publisher
- Customer Service Training
- Familiarity with Spanish and French
- Organizational Skills
- Coordinating abilities