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# JADE MARH, CDP, BBA, M.ED.

MARKETING SPECIALIST | CAREER STRATEGIST | INNOVATIVE RECRUITER

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July 30, 2023

Maurice Khan  
Hiring Manager  
Conestoga College  
299 Doon Valley Drive,  
Kitchener, Ontario N2G 4M4

Regarding: Recruitment Associate (Competition # 28-091)

Dear Maurice Khan,

The recent news about the excellent participation at your hands-on trade workshop for secondary school guidance counsellors and educators, was truly inspirational. As a provincial leader in trades and apprenticeship training, Conestoga College continues to meet the needs of growing communities, by increasing knowledge of opportunities in skilled trades. I also share this value of building community skills, which strengthens my interest in the role of Recruitment Associate at Conestoga College.

I offer a successful record of outstanding experience in college recruitment, and invite you to review my resume, which highlights the value I bring to your organization. Specifically,

- Five years of experience in program recruitment, including conducting information sessions and developing communication materials.
- Certification as a Career Development Practitioner and degrees in Business Administration and Education.
- Detailed knowledge and application of using Salesforce database to generate reports and evaluate recruitment activities.
- Full accountability for creating partnerships with academic leaders and organizations, to support and grow recruitment.
- A track record of demonstrated relationship building, facilitation, and outcome delivery.

I am confident that I can contribute to the Recruitment Division and appreciate an opportunity to demonstrate the value I could bring to the role of Recruitment Associate. I invite you to contact me at (528)123-5478 or [Jade.Marh@gmail.com](mailto:Jade.Marh@gmail.com) to further discuss how my qualifications can meet your needs.

Best regards,  
Jade Marh

Encl.