

3510 Alexandria Pike #k214
Highland Heights, KY 41076
March 18, 2020

Hiring Manager
Office of University Housing
Northern Kentucky University
Norse Commons, Suite 101
Highland Heights, KY 41099

Dear Hiring Manager:

I am writing to convey my interest in continuing as a Residential Assistant in University Housing at Northern Kentucky University (NKU). I first heard of the position at NKU when I attended a session offered by the university over the summer before my freshmen year; however, I was already well interested before then. When I first heard about a position offered at colleges that allows you to tend to students needs while progressing in personal academics and building friendships, I was very intrigued. It has been my passion to care for others, to support them academically, and to build relationships with them for years and I would be glad to do that at NKU.

My resume reiterates my passions. Volunteer work, leadership roles, organizational involvement, and academic excellence have cultivated my awareness of my interest in other's success. During my years as the Design Guild President, I had the privilege of to coordinate volunteer and fundraising opportunities, such as the semesterly Button Sale and design firm tours. Our goal was to stimulate communal relationship growth as well as encourage creativity, which was done successfully. Additionally, while volunteering for Norse-O-Ween and as a Victor Guide, I grew closer to freshmen coming into at NKU and developed communication, critical thinking, and observational skills. Also, the valedictorian honor and other awards I have received exemplify my academic commitment. I believe that my academic excellence and commitment to the community and the individual will allow me to support University Housing's success.

I would love to continue serving University Housing through the Residential Assistant position. If you would like more information from me or wish to schedule a time for an interview, contact me by phone at (502) 572-7604 or e-mail at gregorys5@mymail.nku.edu. For now, thank you for offering such a wonderful position, for taking your time to read this, and for considering me.

Sincerely,
Sydney Gregory

Sydney Gregory

3510 Alexandria Pike #K214 | Highland Heights, KY 41076 | (502) 572-7604 | gregorys5@mymail.nku.edu

OBJECTIVE

To continue the Residential Assistant position with University Housing.

EDUCATION

Northern Kentucky University, Highland Heights, KY

Bachelor of Fine Arts, Expected: 2021

Major: Visual Communication Design Minors: Honors and Environmental Studies

GPA: 3.9

Portland Christian School (PCS), Louisville, KY

High School Diploma, 2017

GPA: 4.3 | Valedictorian

WORK EXPERIENCE

Delivery Driver and Cashier, Panera Bread, Cold Spring, KY

Feb. 2020 – Present

- Records customers' orders accurately
- Transports customers' orders to their door

Residential Assistant, University Housing, Northern Kentucky University, Highland Heights, KY

Aug 2019 - Present

- Promotes a welcoming and inclusive living community
- Updates University Housing on residential issues and conditions

Student Worker, Fine Arts Center, Northern Kentucky University, Highland Heights, KY

Aug 2018 - Feb 2020

- Assisted office staff
- Managed art supplies

Floor Staff, Xscape Theatres, Louisville, KY

Oct. 2015 - Jan 2020

- Maintained cleanliness of theater and fulfilled ticket and food orders
- Led, supervised, and trained associates

LEADERSHIP AND INVOLVEMENT

NKU Design Guild President, Northern Kentucky University, Highland Heights, KY

Dec 2018 - Present

Leadership Mentors, Northern Kentucky University, Highland Heights, KY

May 2018 - Present

Leadership Mentors Vice President of External, Northern Kentucky University, Highland Heights, KY

Aug 2019 - Dec 2019

NKU Design Guild Treasurer, Northern Kentucky University, Highland Heights, KY

Jan 2018 – Dec 2018

VOLUNTEER EXPERIENCE

Victor Guide, Northern Kentucky University, Highland Heights, KY

Aug 2018 - Aug 2019

- Assisted in leading freshmen around campus
- Established relationships

Set-up and operations, Norse-O-Ween, Highland Heights, KY

Oct 2017 - Oct 2018

- Assisted in designing hallway decorations
- Formed a fun and joyful atmosphere for the children

Volunteer, Freshmen Move-In, Northern Kentucky University, Highland Heights, KY

Aug 2017 - Aug 2019

- Organized volunteer stations
- Documented activities and volunteers' experience

AWARDS AND HONORS

Northern Kentucky University Dean's List

Dec 2017 - Present

Northern Kentucky University Dean's Scholarship

Aug 2019

Leadership University Completion

May 2018

Victors Volunteer Completion

May 2018

References available upon request.