

August 4, 2015

Paula Figueroa-Vega  
Director  
Bonner Center for Civic and Community Engagement  
The College of New Jersey  
2000 Pennington Road  
Forcina Hall, Room 337  
Ewing, New Jersey

Dear Ms. Figueroa-Vega,

I am writing to apply for the Community Engaged Learning (CEL) Assessment Intern position currently posted on The College of New Jersey's Community-Based Academic Internship Program website. As secretary of TCNJ Environmental Club, formerly known as Water Watch, I am familiar with the initiatives of the Community Engaged Learning program and am interested in the current and potential impact this program has on the relationship between students and the greater community. I would be honored to have the opportunity to contribute to and learn from this experience.

Through my Statistics specialization, Mathematics major, and Graphic Design minor at The College of New Jersey, I have developed skills in organization, presentation, computers, problem solving, data analysis and research. As of July 2015, I am a SAS Certified Base Programmer for SAS 9. I am fascinated by data analysis and application, particularly in the non-profit field. As Statistics Project Manager at the Rainbird Foundation, I collaborated with other volunteers and government employees to record and analyze data on child abuse nation-wide, ultimately presenting my findings graphically. I also volunteered for the South Jersey Land and Water Trust, collecting and submitting data on the location of invasive plant species.

I would love to learn more about the Community Engaged Learning program, and I believe that my experience in the non-profit field and my willingness to learn would be of value in carrying out the responsibilities of this internship.

Please see my resume below, and feel free to contact me for any further details. I would welcome the opportunity to visit the office for an interview, and can be reached at eisenhe2@tcnj.edu or (609)247-8104. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,  
Liz Eisenhauer

## EDUCATION

The College of New Jersey, Ewing, NJ. Expected May 2017

- Bachelor of Arts: Major in Mathematics, Specialization in Statistics, Minor in Graphic Design
- GPA: 3.69

Cape May County Technical High School, Cape May Court House, NJ. June 2013

- Concentrations in Graphic Design and Pre-Engineering
- GPA: 3.77

## HONORS AND AWARDS

- Dean's List Spring 2014, Fall 2014, and Spring 2015
- TCNJ Merit In-State Scholarship
- Cape May Kiwanis Club Scholarship
- Upper Township Rotary Club Scholarship
- National Honors Society 2013

## CO-CURRICULAR ACTIVITIES

- The College of New Jersey Environmental Club, Secretary
- The College of New Jersey Humanitarian Yoga Club
- American Statistical Association, Princeton/Trenton Chapter
- Cape May County Technical High School Student Government, Secretary of the Class of 2013
- Cape May County Technical High School Key Club International, Co-President
- Cape May County Technical High School Varsity Cross Country, Co-Captain

## SKILLS AND CERTIFICATIONS

- SAS Base Certification for SAS 9
- Proficient in SPSS, MatLab, Microsoft Office and Microsoft Office Suites, Adobe Illustrator, Adobe InDesign, and Adobe Photoshop

## PAID WORK EXPERIENCE

- Graphic Designer – Student Activities and Leadership, The College of New Jersey. September 2014 – Present
- Server – Shoobies Restaurant, Sea Isle City, NJ. Summers 2010 – 2015
- Cashier – Center For the Arts, The College of New Jersey. January 2015 – May 2015
- Usher – Center For the Arts, The College of New Jersey. September 2014 – May 2015
- Server – Sea Isle City Yacht Club, Sea Isle City, NJ. May – August 2013
- Cashier and Sales – The Maple Tree Gift Shop, Seaville, NJ. Summers 2009 – 2010

## VOLUNTEER NON-PROFIT EXPERIENCE

- The Rainbird Foundation, Statistics Project Manager. December 2014 – Present
- Campus Clean Up. April 2015
- Caring For Kids Cape May County. December 2011 and 2014
- South Jersey Land and Water Trust. August 2014
- Support our Troops. March 2014
- Trenton Area Soup Kitchen. March 2014
- Gilmore J. Fisher Middle School After School Tutoring. April 2014
- Ribbons for Boston. April 2013
- Mathematics Tutor. September 2012 – June 2013
- Dream Come True Christmas. December 2009 – 2012
- Crest Community Church. November 2012
- Hurricane Sandy Clothing Drive. November 2012
- Oceana Nursing Home. November 2011 – June 2012
- New Jersey Clean Communities. March 2012
- Ocean Drive Marathon. March 2011 and 2012
- Project Eliminate. April 2011
- Ocean City Arts Center. June – August 2009
- The Wetlands Institute. June – August 2008