

JULIE MOSLOW

1544 Master Street • North Tonawanda, NY 14120
716.807.6320 • jam09935@sjfc.edu

April 8th, 2013

Julie Moslow
1544 Master St.
North Tonawanda, NY 14120

Dan Greer
Rochester Institute of Technology
One Lomb Memorial Drive
Rochester, NY 14623

Dear Dan:

I am applying for the Community Advocate assistantship position at RIT that was sent to me by Dr. Sandra Estanek, director of the Canisius College Student Personal Administration program that I will be attending the in fall. This opportunity encompasses everything I am looking for in an assistantship, along with valuable opportunities that I will be able to apply to my experiences in my classes.

This positions call for a person with enthusiasm, leadership skills, organization, and event planning experience. As a soon-to-be undergraduate alumna from St. John Fisher College, I possess these essential qualities. Through my experience as Vice President of the Student Government Association in my junior year, I had the opportunity to work with the Campus Life office at St. John Fisher College in conjunction with clubs. I was able to plan leadership activities for over 70 clubs and organizations and provide these executive boards the tools to enhance their own clubs and organizations. This opportunity also gave me the ability to advocate directly for students. Through forums, senate meetings, and Council of Presidents meetings I have been able to effectively advocate for student concern. I have had many other opportunities at St. John Fisher College that have prepared me for this position, from planning and facilitating Orientation to planning Family Weekend activities and Senior Week, I have had extensive experience programming.

Aside from my experience at a Higher Education institution, I have had unique experiences in the community that have allowed me to expand my leadership skills. I have been highly involved at the Ken-Ton YMCA with their leadership programming. This past summer, I served as an advisor at a regional leadership conference for teens from a variety of different YMCAs in the Northeast. This week-long experience of working with teens to develop a personal sense of confidence as well as helping them to gain awareness for the world around them helped me develop my leadership skill set that I want to share with RIT.

Please consider my request for a personal interview to discuss the job and my qualifications. I will call you this week to follow up and see if a meeting can be arranged. Should you need to reach me, please feel free to call me at 716-807-6320 or email me at jam09935@sjfc.edu.

Thank you for your consideration, I look forward to meeting with you.
Best Regards,
Julie Moslow

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EDUCATION

BACHELOR OF ARTS, anticipated May 2013
St. John Fisher College • Rochester, NY
GPA: 3.56/4.00

Major: *Communication/Journalism*
Minor: *Digital Media & Technology*

UNDERGRADUATE LEADERSHIP EXPERIENCE

CLASS of 2013 PRESIDENT

September 2012-Present

Office of Campus Life • St. John Fisher College • Rochester, NY

- Planned and designed senior week events along with fellow committee members
- Monitored ticket sales for all class events
- Met with professional staff to organize and schedule all senior affiliated programming
- Attend weekly student Senate meetings as the Class of 2013 Officer senate position

ACADEMIC PEER ADVISOR

September 2010-Present

Office of Academic Affairs • St. John Fisher College • Rochester, NY

- Planned and organized weekly icebreakers and activities for Freshman Seminar Class
- Answered questions and concerns about college life and gave continuous guidance to new students
- Worked with various departments on campus to organize in-class presentations on campus resources and opportunities for students at the college

SERVICE SCHOLAR

September 2009- Present

Community Service Department • St. John Fisher College • Rochester, NY

- Completed 200 hours of community service a year
- Participated in several service projects including Project Community Convergence and Teddi Dance for Love 24 hour dance marathon benefiting Camp Good Days and Special Times
- Served the Rochester community through 4 different service sites including CP Rochester, Monroe Family YMCA, Arthritis Foundation, and the George Eastman House

VICE PRESIDENT OF STUDENT GOVERNMENT ASSOCIATION

Office of Campus Life • St. John Fisher College • Rochester, NY

- Conducted monthly Council of Presidents and instated monthly collaborative meetings with the Big 4 programming boards
- Managed 70 plus Student Government affiliated club and organizations: attended weekly senate meetings
- Attended the SGA NACA conference in Washington D.C.

RESIDENT STUDENT ASSOCIATION PROGRAM COORDINATOR

September 2010-May 2011

Office of Residential Life • St. John Fisher College • Rochester, NY

- Programmed social, educational, and community events for residence halls and the general student body
- Approved funding for Resident Assistant's programs

STUDENT ORIENTATION COORDINATOR

May 2009-August 2012

Office of Campus Life • St. John Fisher College • Rochester, NY

- Designed orientation schedule, activities, themes, and events for new incoming freshman
- Recruited and selected 60 peer advisors and orientation leaders for the team as part of a selection committee
- Focused on Social/Interactive Programming for new student orientation events

DIRECTOR AND PUBLICITY COORDINATOR OF FISHER PLAYERS

September 2010-May 2011

Office of Campus Life • St. John Fisher College • Rochester, NY

- Directed, casted, and managed the cast and crew of the fall musical
- Publicized shows and events through T-shirts, programs, social media, flyers, and axis slides

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WORK EXPERIENCE

STUDENT AMBASSADOR

September 2010- Present

Office of Freshman Admissions • St. John Fisher College • Rochester, NY

- Led campus tours to perspective students and families
- Participated in open house programs and recruitment events by providing information about the college and answering questions about campus and academic life
- Hosted overnight guests of the college

FISHER FUND PHONE-A-THON SUPERVISOR

September 2009- Present

Office of Alumni Relations • St. John Fisher College • Rochester, NY

- Responsible for calling former alumni and families to obtain donations for the colleges scholarship fund
- Monitored and enforced rules for student employees during call hours
- Maintained schedule and availability for student employees on the phone-a-thon committee

STUDENT MARKETING COORDINATOR

September 2012- Present

Office of Communications & Marketing • St. John Fisher College • Rochester, NY

- Wrote descriptions of student activities and campus wide events for the college's social networking sites
- Documented important events for current students, staff and alumni
- Organized college publications and photographs into archive system

CHILD CARE AID

September 2007- Present

Ken-Ton YMCA Play Center • Kenmore, NY

- Supervised a staff of four peers and various groups of elementary students
- Designed weekly activities and programming for student groups
- Maintained daily contact with parents and guardians

SUMMER CAMP COUNSELOR

June 2008- Present

Ken-Ton YMCA • Kenmore New York

- Supervised and worked with children in an effort to install core educational values
- Coordinated with various staff to ensure a safe learning and play environment
- Followed disciplinary action and protocol for misbehaviors
- Is implementing a leadership program for teens for the 2013 summer camp

INTERNSHIP EXPERIENCE

GEORGE EASTMAN HOUSE INTERN

September 2012- Present

George Eastman House International Museum of Photograph & Film • Rochester, NY

- Produced and filmed promotional films on behalf of the museum
- Edited a video lecture series entitled "Wish You Were Here" for museum client
- Assisted with analysis and review of photograph and film department alongside professional staff members

ARTHRITIS FOUNDATION INTERN

October 2011- May 2012

Arthritis Foundation • Rochester, NY

- Developed Facebook and Twitter pages for the foundation and created social media content
- Planned and coordinated the Rochester Jingle Bell 5K Run

HONORS AND AFFILIATIONS:

- National Residence Hall Honorary
- Lamda Pi Eta: National Communication Honor Society

Spring 2011- Present

Fall 2012-Present

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References:

Teah Terrance

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Sarah Campagna

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Dr. Todd Sodano

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