

Katelyn Lange

3219 Lockport Rd, Sanborn NY 14132
716-807-9094 | lkatelyn6109@gmail.com

Daniel Greer

Area Director for Greek Circle, Racquet Club, and University Commons
Center for Residence Life
Rochester Institute of Technology

Dear Mr. Greer:

Please accept this letter as an application regarding for the position of an assistantship for the 2013-2014 academic year. I am interested in becoming more involved in the RIT community.

I am currently pursuing a Bachelor of Science Degree in Architectural Technology at Alfred State SUNY College of Technology and as stated in my resume have experience with an internship and many jobs that will help me in doing an assistantship. Through my education, I have experience working with many computer programs, such as the Microsoft Office Suite. Through my working experience, I am very accommodating and can conduct myself in a professional manner. As indicated in my resume, I have accomplished many things such as a member of the Alfred State Honors Program, Alfred State Deans List, and maintaining the Excellence in Education Scholarship.

A brief resume is enclosed that will demonstrate my ambition and strong desire for the advancement in my education. I look forward to learn more about the position and will contact you next week to ensure the receipt of my resume and hopefully arrange an interview.

Best Regards,

Katelyn Lange

Katelyn Lange

3219 Lockport Rd, Sanborn NY 14132

716-807-9094 | lkatelyn6109@gmail.com

Education

09 | 2009 - 05 | 2013 **Alfred State SUNY College of Technology** | **Alfred, NY**
Architectural Technology
Bachelor of Science

Awards

09 | 2009 - 05 | 2013 **Alfred State College Honors Program**
Alfred State College Dean's List
Excellence in Education Scholarship

Work Experience

05 | 2012 - 08 | 2012 **Wendel Companies** | **Buffalo, NY** | **Architectural Intern**
Assisted architects and project managers with construction documents in preparation for client presentations and organized and researched material library.

05 | 2010 - Present **Dunkin' Donuts** | **Sanborn, NY** | **Crew Member**
Provided excellent customer service and trained new employees of company procedures. Responsible for closing and opening shifts and handling cash drawers.

05 | 2008 - 08 | 2009 **Town of Wheatfield Recreation** | **Wheatfield, NY** | **Recreational Aide**
Planned and prepared activities for children in the Town of Wheatfield Youth Center. Coordinated and volunteered for events for the Town of Wheatfield.

Extra-Curricular

08 | 2010 - Present **WINS** | **Treasurer**
WINS (Women In Non-traditional Studies) is a student organization that focuses on women in the work field. The organization includes community service and events for Alfred State College.

01 | 2012 - Present **Alfred State College Administration** | **Student Caller**
Reach out to prospective students on events at Alfred State College and inform them on the application process.

09 | 2012 - 05 | 2012 **Alfred State College Administration** | **Student Host**
Hosted high school students overnight that were interested in attending Alfred State College. Educated prospective students on campus life and participated in a variety of activities, including campus tours.

Community Service

St. Peter's Lutheran Church | **Sanborn, NY** | **Vacation Bible School**
Developed and taught lessons to children from all Lutheran churches in the area.

St. Peter's Lutheran Church | **Sanborn, NY** | **College Student Bible Study**
Attend bible studies and conduct community service opportunities for local charities, including the Niagara Gospel Rescue Mission.

Technical Skills

Revit, AutoCAD, Google Sketch up, Adobe Photoshop, Microsoft Office, Modeling, Hand Drafting, Presentation Layouts

References available upon request