Jennifer Cilip

725 Wurlitzer Drive

North Tonawanda, NY 14120

(716) 998-3986

[Jlc5483@rit.edu](mailto:Jlc5483@rit.edu)

April 29th 2013

Phyllis Walker

Assistant Director

RIT Leadership Institute & Community Service Center

34 Lomb Memorial Drive

Rochester, NY 14623-5603

Dear Mrs. Walker,

Hello, my name is Jenn. I am very interested in a position to work as a graduate assistant in The Community Service Center. I have read about the job description and I think that I would be a good candidate. I have been involved in many community service events in my lifetime and would love the opportunity to continue this passion in your community service center.

I feel that I would be a great addition to your staff! I am dependable and a hard worker. I am very friendly and enjoy meeting new people! I am very organized so I would be great at keeping paperwork for each function neat and organized. I love getting involved in my community so I will help plan the events and be excited to attend the events.

Thank you for considering me as a graduate assistant in the community service center! I apologize that I wasn’t able to be there for the interview process because I wasn’t notified that I was accepted until April 14th. I look forward to joining your team and helping out the community!

Respectfully yours,

Jennifer Cilip

Jennifer Cilip

725 Wurlitzer Drive, North Tonawanda, NY 14120

Cell: (716) 998-3986

Cili7348@fredonia.edu

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**CERTIFICATION:**

New York State Initial Certificate, Early Childhood Education (Birth – Grade 2)

**EDUCATION:**

State University of New York at Fredonia (2012-2008)

Bachelor of Science in Education, May 12, 2012

Major: Early Childhood Education

Concentration: English

GPA: 3.53

**HONORS/AWARDS:**

Dean’s List, Spring 2012, Spring 2011, Fall 2011, Spring 2010, Fall 2010, Spring 2009, Fall 2009

Kappa Delta Pi –International Honor Society in Education-Treasurer (Spring 2010), vice-pres. (Fall 2011)

National Society of Leadership and Success – Presidential member (2012-2010)

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**EMPLOYMENT:**

**Lead Teacher Bluebird room(3 year olds), Edukids, Amherst NY, Oct 29 2012 to present**

* Design art and educational activities for children
* Create lesson plans that allow children to be hands on in their learning
* Monitor students in their environment

**Lead Teacher Waddlers (1-2 years), Kids Kampus Child Care Center, Tonawanda NY, Sept-Oct 27 2012**

* Create educational and art activities on a daily basis
* Cook and provide meals for the children

**Unit leader and assistant director, Ken-ton YMCA, Kenmore NY, summer 2011 – 2012**

* Created 50 lesson plans pertaining to each weeks themes

**Substitute Teacher, Royalton Hartland School District, Gasport NY, 2009 - 2012**

**•** Teach in the Elementary Building when on school breaks

**Coach/Umpire, North Tonawanda Recreation and Parks Department, Summer 2008 - 2010**

**•** Coach girls’ softball ages 5-10

**•** Umpire girls’ softball games ages 7-14

**•** Work at snack stand selling food

**Tennis Instructor, North Tonawanda Recreation and Parks Department, Summer 2008**

**•** Instructed tennis for girls ages 7-12

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**TECHNICAL SKILLS:**

**•** Computer skills in Microsoft Word, PowerPoint and Excel

**ACTIVITIES:**

**•** Treasurer and vice president in Kappa Delta Pi (Fall 2012), (Spring 2011)

**•** Teacher Education Club

**•** Secretary in Early Childhood Education Club (Fall 2011)

**•** Volunteer at the Campus and Community Children’s Center

**•** Broomball

**•** Floor hockey

**PERSONAL SKILLS:**

* Friendly
* Dependable
* Responsible
* Hard worker
* Fast learner
* Likes to learn new skills

**COMMUNITY SERVICE:**

* Diabetes Walk, Out of the Darkness Walk, Aids Walk
* Children’s fair
* Volunteered at the Campus Community and Children’s Center

References available upon request.