

Valerie Deal  
Assistant to the Executive Director  
Campus Recreation  
Campus Box 2781  
Normal, Illinois 61790-2781

October 21, 2016

Dear Mrs. Deal,

I am a junior at Illinois State University interested in interviewing for a job as an official in intramurals. I believe that ISU Campus Recreation has the ideal culture in which to pursue my goal of becoming a young professional and contributing to ISU Campus Recreation's outstanding record as a top flight organization here at Illinois State University.

Academically, my extensive course work in the Kinesiology and Recreation Department at Illinois State University has allowed me to gain an understanding and appreciation for the duties associated with this position. In addition to my academic experience, I have committed myself to joining organizations on campus to broaden my leadership skills. I worked for the University Programming Board here on campus in an effort to discover the most effective and fun manner to promote our upcoming events and programs. This rewarding experience working for the University Programming Board sharpened my desire to continue in a role of leadership and helped me develop the tools I needed to be an effective student leader.

My previous summer work experience as a youth sports supervisor at Hoffman Estates Park District, as well as experience working as a day trip supervisor for Hoffman Estates Park District, has provided me with a strong base of communication knowledge and helped me learn how to quickly adapt to tough situations, effectively communicate with participants, work quickly and efficiently, and further developed my interest in becoming a young professional.

I firmly believe that I will be a good fit in ISU Campus Recreation's organizational environment. Thank you for your time and consideration.

Sincerely,

Ashley Jones