
June 1, 2021

Madison Rooney

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To Whom it may concern,

My name is Madison Rooney. I am extremely interested in being considered for the position of Project Coordinator for Braun NW Inc. I believe I would be a great candidate for this position based on community, and customer engagement skills. My time at school, has taught me to be a fast learner and easily adapt to any task. I have also lead many group projects and gained the experience to organize my priorities throughout the project. It has also brought me six years of working in front of a monitor. While at school I ran a program that supported students throughout the year. This experience gave me the opportunity to work solo, and in teams. I volunteered to plan, execute, and pass on a summer day camp for youth in the community. This took about 8 months to plan, and I was responsible for a staff of 100.

My work experience has provided me with the ability to supervise personnel. Not only my work experience, but my community engagement has prepared me to effectively work with the public. Work, community engagement, and school have provided me with the experience to communicate effectively both orally and in writing. My current job requires me to be responsible for the business. This includes the kitchen staff, bar back, and customer overall satisfaction.

Both my work and school experience have given me different tasks, and timeliness for completely opposite subjects. I look forward to hearing from you and the opportunity to not only better the community, but also expand my knowledge.

Sincerely yours,

Madison Rooney