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rw10701@salisbury.edu

Date

Ms. Sxxx Sxxxx
RPDS Coordinator
1101 Camden Ave.
Salisbury MD 21801

Dear Ms. Sxxxxx:

I would like to express my sincere interest in the recently advertised Graduate Assistant position in the Regional Professional Development School (RPDS) in the Seidel School of Education and Professional Studies. The background and experience I have provide an excellent opportunity to have an impact at a college I hold in high regard. I am excited by the possibility of working on important projects and demonstrating my abilities with the RPDS.

I possess several characteristics that would immediately benefit RPDS as a Graduate Assistant. I am (1) an excellent problem solver, (2) detail orientated and (3) disciplined. Both my wide variety of experiences and my education in philosophy helped improve my ability to face and solve unique problems. As Assistant Crew Chief of the Ocean City, MD Beach Patrol and Biological Science Technician at the National Wildlife Research Center ("NWRC"), I have a demonstrable record of collecting relevant data and keeping accurate records of data, such as team performance statistics and experimental data. As a Graduate Assistant, I would continue to define, collect and report the relevant information to my supervisors. Finally, my self-discipline is evidenced by my record of rising to leadership positions and working independently with the team goal in mind. As a member of Beach Patrol, I became Assistant Crew Chief and was National Competition Co-Captain. At NWRC, I often worked unsupervised in remote, wilderness areas in order to accomplish team objectives. I would apply this same dedication and discipline in my duties as a Graduate Assistant.

As a Substitute Teacher at Delmar Junior/Senior High School I displayed and conducted myself with professionalism that will be directly applicable as a Graduate Assistant in the RPDS office. I was often assigned challenging duties that required the ability to follow specific instructions while being able to improvise on a moments notice due to extenuating circumstances. One of my first assignments was to take over an 8th grade science class for 3-4 weeks with extremely vague instructions. While serving in this capacity I created, organized and executed the lesson plans in an effective fashion. Furthermore, I substituted for classes ranging from 12th grade honors to 6th grade resource and agriculture to typing.

In conclusion, I would like to again express my enthusiasm and sincere wish demonstrate my value as a Graduate Assistant in the RPDS office. I welcome the chance to meet with you in the near future to further discuss my qualifications. Please contact me at your convenience at the number or e-mail listed above. Thank you for your time and consideration.

Sincerely,

Rxxxxx A. Wxxxx