

Julia Southwick

1530 Carilon Park Drive | Oviedo, FL 32765

Home: 978-352-6391 | Cell: 978-857-2834

Email: Julia.Southwick@knights.ucf.edu

4/23/17

University of Central Florida
4000 Central Florida Blvd
Orlando, FL 32816

Re: Resident Assistant

To Whom It May Concern:

I was excited to see your opening for a Resident Assistant on eReslife.com, and I hope to be invited for an interview.

I worked as an intern for a Digital Art Studio class in my senior year in high school, where my responsibilities included answering student questions, helping students and the teacher, managing the classroom, and providing advice and help to younger students.

I also worked in both the cast and crew for three musical productions in my high school. I demonstrated the ability to work with others while putting on a production, building and striking the sets, and keeping our multi-cultural team on task. I consistently met my supervisors' goals in productions in a timely manner.

I also have strong computer proficiencies in MS Word, MS Excel, Photoshop, and Illustrator applications and two years of college. Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the problem solving, team working and communication skills you are seeking. Feel free to call me at 978-352-6391 (home) or 978-857-2834 (cell) to arrange an interview. Thank you for your time and I look forward to learning more about this opportunity!

Sincerely,

Julia Southwick

Enclosure: Resume and References

Julia Southwick

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Email: Julia.Southwick@knights.ucf.edu

Professional Objective: To employ and improve my leadership skills as a Residential Assistant at the University of Florida

Major: English- Technical Communication

**Expected Graduation:
Spring 2019 (In Progress)
Orlando, FL**

**University of Central Florida
2015 to present**

Selected Courses:

- General Psychology (Fall 2015)
- Career Planning (Fall 2015)
- Composition I (Fall 2015), II (Spring 2016)
- Introduction to Communication (Spring 2016)
- Foundations of Leadership (Spring 2017)

Experience:

- Section Leader in Choir (2014-2015)
- Church School Assistant (2011-2015)
- Intern for Digital Art Studio class (2014 -2015)
- Working at Church Fair's Boutique (2011-2015)

Achievements:

- Dean's List (Fall 2015, Spring 2016)
- The National Society of Collegiate Scholars (Spring 2016- present)
- President's Honor Award (Fall, 2016) UCF

Clubs/Interests/Activities:

- Harry Potter Club (Fall 2016) UCF
- Bronies and Pegasisters (Fall 2016) UCF
- Sigma Tau Delta English Honor Society (Spring 2017) UCF
- Volunteer UCF (Spring 2017)

Computer Skills:

- Microsoft PowerPoint, Word, Excel
- Adobe Photoshop and Illustrator
- Special Internet Skills: Prezi and Weebly

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References:

Ref#1
(###) ### - ####
Ref#1@gmail.com

Ref#2
(###) ### - ####
Ref#2@gmail.com

Ref#3
(###) ### - ####
Ref#3@gmail.com