

Joseph Devine's Cover Letter

Dear company/organizational recruiter,

My name is Joseph Devine and I am writing to apply and become part of **your team** that works in JMU's Ice House. As a rising senior at James Madison University studying Interactive Design with a concentration in general business and human resources, and as a **new hire/member of your team**, I am interested in gaining some more real-world experience in a representative, responsible, customer service, and leadership environment. The enclosed resume fully outlines the values I can provide to your operations team. My attached resume also represents my in-depth experience and professional development in the work setting. I have the JMU career history and knowledge vital to success in their work industry.

On review of my resume, you will see that I've successfully progressed in my career, advancing to challenging positions in the customer service, and communication field. Positions not included in my resume detail my background includes roles such as an Ice rink sales manager at Wissahickon Skating Rink to a Tennis instructor at Margarites Tennis Club that has allowed me to master leadership and team development skills that are crucial for any job. In my most recent position as an Urec intramural sports official at UREC, I had the opportunity to develop the skills and experiences necessary to succeed in your administration and responsibility roles. Examples of my relevant experience include conducting and managing games, explaining sports rules, to settling disputes between teams/participants.

This job status was not the only one I have obtained through my JMU career. During the Semesters of 2019-2020, I have also worked for JMU's Community Involvement Office as a Marketing and Public Relations coordinator. My position entailed me to promote their brand, programs, and services offered by JMU's Office of Student Affairs Community Service

Learning. I also partook in coordinating, event sponsorship, graphic design, Website development, and video/photo projects, needed for their Outreach Department. I have JMU maintained up-to-date industry knowledge and continued to hone my professional and communication skills.

With these job titles, I have recognized and obtained myself the core work values that JMU represents and highlights. I am committed to guaranteeing that any JMU Corporation/work environment is completed with efficiency and accuracy. I know that with my extensive experience I can contribute to this position and ensure this position maintains its growth field.

Please email me at any time and I look forward to hearing from you soon.

Stay Safe | Stay healthy.

Thank you for your time and consideration.

Sincerely,

Joseph Alejandro Devine