

Jennifer M. Villanova

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Logistics Coordinator Search Committee
Columbia Theatre for the Performing Arts
SLU 10797
Hammond, Louisiana 70402

Dear Search Committee Chair:

I am writing in reference to the Logistics Coordinator position that is available in your department. I believe that the combination of my education, experiences as a Southeastern Louisiana University undergraduate and graduate student, and my work experience, will greatly benefit the Columbia Theatre/Fanfare program.

Upon graduating from Southeastern in December 2002 with a Bachelor of Arts in Sociology, I decided to further my studies by enrolling in the Applied Sociology graduate program at Southeastern, and will graduate this semester. I chose to pursue this program of study because I felt it would provide me with a strong foundation in organizational structures, systems theory, evaluation and assessment, and research methodology – areas of knowledge that would prepare me to contribute in a range of work environments.

I was able to work on many team projects at the bachelor's and master's level as a student at Southeastern, and was involved in student organizations - serving, for example, as a Senator for the Student Government Association. As member of the Southern Sociological Association, I had a research paper accepted by the Association for presentation at conference. My involvement in class team projects and in student organizations allowed me to develop strong leadership skills, including the ability to communicate effectively, to work productively as part of a team, to plan, organize, and implement activities and projects, and to both self-motivate as well as motivate others. Additionally, as a Graduate Assistant for both an academic department and a student programs office at Southeastern, I applied creativity in developing promotional materials, as well as polished my public speaking skills through numerous presentations to student groups.

In reading the job description for the Logistics Coordinator position, I see a strong correlation between the qualifications you are seeking and those that I possess. I would welcome the opportunity to become a part of the continually expanding Columbia Theatre/Fanfare program. I am very impressed with the growth this program has exhibited over the past few years, and greatly appreciate the value added to the Southeastern and Hammond communities by the growth of your program.

Enclosed are my resume, list of references, and college transcript; letters of recommendation are forthcoming. I appreciate your consideration of my application and look forward to the opportunity to interview with you. If additional information is needed, please contact me.

Sincerely,

Jennifer M. Villanova

Enclosures