

Victoria Bolf
Address
City State ZIP
phone
email

December 8, 2015

Diane Hall
University of Chicago
Biological Sciences Division
924 East 57th St.
Chicago, IL 60637

Dear Ms. Hall:

I was excited to learn of the opening for a Recruitment and Communications Administrator in the Biological Sciences Division at the University of Chicago through my friend, [redacted]. My education, experience, and skill set make me an ideal candidate for the position.

I have substantial experience in management and leadership roles. As the manager of the Loyola Community Literacy Center, I recruited and trained undergraduate tutors and oversaw their sessions with clients. I was the first contact with the LCLC that many clients had and conducted brief entrance interviews with each one. As the Assistant Director of the Loyola Writing Center, I coordinated the schedules of over 60 student tutors, delivered presentations to a variety of faculty and staff about Writing Center services, and prepared Writing Center usage data for administrators. I held both of these positions while simultaneously working on my Ph.D. full-time and teaching classes.

I am a skilled communicator in both written and oral formats. In my current position at ACCESS Medical, I am in continual contact with clients, confirming, planning, and coordinating meetings, arranging travel, and processing payments. I also prepare and mail physical communications as needed. As the Co-Chair of the Chicago Smelts, a masters-level swim team, I manage communications and social media engagement for a 200-member organization. Additionally, I am responsible for keeping our website up-to-date and coordinating volunteers.

With over five years' experience as a college instructor, tutor, and swim coach, I have finely honed my interpersonal and customer service skills. These leadership positions require me to maintain confidentiality, exercise my presentation and decision-making skills, prioritize tasks, and meet deadlines. In all of these positions, I have received glowing reviews.

I am fully proficient in the Microsoft Office Suite, Adobe, Squarespace, and other software. I am confident in my ability to learn new software and systems. Moreover, I speak and read Spanish fluently.

Thank you for considering me for this position. I look forward to hearing from you.

Sincerely,
Victoria Bolf