

UNCW Station CB #20309
Wilmington, NC 28407

[REDACTED]

Aline Lasseter
Executive Director and Vice President of Development
New Hanover Regional Medical Center Foundation
2259 South 17th Street
Wilmington, NC 28401

Dear Aline Lasseter,

I am writing to apply for the Special Events Officer position that I saw advertised on careerbuilder.com on September 22nd. Based on my college education, my extensive event planning experience, and my desire to make a difference in the local community, I feel I am an exceptional candidate for this position.

I am a senior at the University of North Carolina Wilmington and will be graduating in May with a Bachelor of Arts in Communication Studies. As an active member of the Communication Studies Society (CSS) for three years, I have been involved in many aspects of the organization, including event planning, fundraising, and community outreach. My responsibilities as president require me to conduct biweekly meetings, create meeting agendas, and compile PowerPoint slides.

In addition to planning meetings, I also have experience coordinating and hosting a business attire fashion show. My duties included designing the event t-shirt, set, and stage, and I wrote the script and created and distributed the press kit. This fall, I served as Project Protégé coordinator where I recruited participants, wrote the press release, and designed the theme and logo for the mentoring program.

My experience with fundraising includes serving as the fundraising committee chair for CSS during my junior year. I was responsible for coordinating several bake sales and a t-shirt to raise money for our organization. I also prepared and presented our budget proposal to the Student Government Association, which resulted in our securing \$1429. CSS also raises money on behalf of third party organizations, including raising over \$500 for Relay for Life and sponsoring a breast cancer benefit concert on October 26th to raise funds for the New Hanover Regional Medical Foundation's Pink Ribbon Fund.

Based on the purpose of your organization, I know that the Foundation continues to raise funds for local health care projects. Because of my passion for event planning and community outreach, I have the drive and desire necessary for this position. Thank you for your time and consideration. I will contact you during the week of November 2nd to inquire about arranging a possible meeting. If you need to contact me before then, you can reach me at [REDACTED] or [REDACTED].

Sincerely,

[REDACTED]

Enclosure