

May 18, 2001

Richard James  
Housing Authority of Wilmington  
508 South Front Street  
Wilmington, NC 28401

Dear Mr. James,

I am writing to apply for a position with Wilmington Housing Authority. I believe that I would be an asset to your organization. I have strong problem solving skills and computer skills, which include word processing, data base management, data analysis, and slide show presentation. I also possess strong communication skills and have a cross-cultural understanding of individuals.

I am currently a Technical Service Assistant for Randall Library. In the past, I was a Coach's Assistant at the NIKE Volleyball Camp. I have done ride-a-longs with the Wilmington Police Department, and have worked as a volunteer at the Good Shepherd House. Through these jobs, I have learned organization, communication techniques, data collection and analysis, multi-tasking, and knowledge of Wilmington Police Department.

I have also just finished my internship with Jim Vaughn, who works for your organization. He and I have collected police reports, conducted crime statistics, and are currently working with the sheriff and police department to receive a computer terminal which will give us access to all police reports and calls. This would greatly help your organization because it would allow you to better handle lease enforcement and offer information about problem residents in public housing.

Along with other skills, I know I can offer Wilmington Housing Authority a valuable source of information, dedication, hard work, honesty, and loyalty. I am looking forward to gaining knowledge in crime statistics and I feel my talents on your team will be of great value to you. I look forward to hearing from you.

Please contact me if a position arises.

Respectfully,

Paula E. Tyndall