

ZACH K. MUSKETEER

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Blue Blob
Assistant Director of Goa
Office of Academic Support, Xavier University
3800 Victory Pkwy
Cincinnati, OH 45207

Dear Blue Blob,

I am writing to apply for the GOA Intern position for Fall 2021/Spring 2022 in the Office of Academic Support at Xavier University. After taking GOA my freshman year and learning a wealth of information about the resources Xavier has to offer, I am excited at the opportunity to give back to the program that has given me so much. As a rising junior at Xavier University majoring in English, I believe that my strong organizational skills, combined with my previous customer service experience, make me a great fit for the position.

I currently serve as a Site Coordinator for Alternative Breaks at Xavier, where I have been able to develop my organizational skills through the coordination of trips for over 50+ student members. In my role, I work with the service sites to assess their needs for volunteers, and then match our student members to their sites of interest. In the fall semester, due to my attention to detail and ability to stay on top of my workload, Alternative Breaks was able to send students to 10 unique locations to engage in service opportunities. The leadership responsibilities I developed through this role will help me to excel as a GOA Intern.

Furthermore, my experience working as a Guest Advocate at Target has prepared me to be an effective communicator for the GOA program. At Target, I often handled a variety of customer questions and concerns, which allowed me to learn how to communicate successfully with a diverse range of customers and understand their unique situations. As a result of my ability to handle conflict successfully, I was promoted to a Customer Service Representative after one year.

If given the opportunity, I am confident in my ability to utilize my organizational and effective communication skills to bring value to the GOA program.

Please feel free to reach out to me with any questions by email at career@xavier.edu or by phone at 555-555-5555. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Zack Musketeer

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