

# Applicant 1

## Anna Acosta

653-442-7802  
acosta429@hotmail.com

### OBJECTIVE

- To become a Resident Assistant (RA) for the fall 2023 semester.

### Skills

- Teamwork, organization, communication, and leadership skills.
- Proficient in Microsoft Office.

### EDUCATION

**Rowan University, Glassboro, NJ**  
75 Credits Completed

Anticipated May 2024

**Vineland High School, Vineland, NJ**  
High School Diploma

May 2020

### Relevant Courses

English Composition I, English Composition II, Algebra 1, Rowan 101, and Public Speaking

### PROFESSIONAL EXPERIENCE

**MacDonald's**

January 2020 - Present

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Accepting payments, ensuring all prices and quantities are accurate, and providing a receipt to every customer.

### Extracurricular Activities

Society of Human Resource Management  
Vineland High School National Honor Society  
Rowan University Ultimate Frisbee Team

**Anna Acosta**  
653-442-7802  
acosta429@hotmail.com

February 14, 2022

Rowan University  
201 Mullica Hill Rd  
Glassboro, NJ 08028

Dear Sir/Madam,

As a student from the Rohrer College of Business majoring in Business Management and a minor in Advertising, I am thrilled to apply for the position of Resident Assistant at Rowan University. Correspondingly, I am very passionate about the field of student development. Chiefly, with my diverse skill set, exceptional work ethic, and communication skills, I would be a great addition to your department, especially with the reputation that you hold.

Personally, with my experience as a business student, I've upheld internships and attended a multitude of events that have awarded me hands-on experience, networking with other like-minded individuals, and newly acquired skillsets for future endeavors such as these. In addition, I also managed to acquire a promotion at McDonald's, making me qualified for the Resident Assistant position.

From my private knowledge, I am a continuous learner and very enthusiastic about what this job could add to my personal and professional life. Subsequently, I am confident about the skills that have already been acquired, but there's always room for improvement, especially in the workplace. Growth is necessary, it's important not to stay stagnant, I always strive for the best.

I appreciate your time and consideration. I look forward to working with you in the near future.

Thank you,

Anna Acosta

# Applicant 2

## JORDEN C. LEDERMAN

(c) 536-564-5424

ledermanj4542@gmail.com

### CAMPUS ADDRESS

201 Mullica Hill Rd.  
Glassboro, NJ 08025

### HOME ADDRESS

664 N. Chestnut Ave.  
New Hope, NJ 04324

### EDUCATION

**ROWAN UNIVERSITY**, Glassboro, NJ  
**Dual Major:** Political Science & Economics

Sept 2020 – Expected Graduation May 2024

#### Relevant Classes Include:

- American Government
- Macro Economics I & II
- Micro Economics I & II
- Statistics & Economics Statistics
- International Relations
- Econometrics
- Money & Banking

### WORK EXPERIENCE

Cumberland County One-Stop Career Center, New Hope, NJ  
Office Assistant

May 2021 – August 2021

- Facilitated daily appointments for Cumberland County residents.
- Provided data management services weekly, including inputting survey data, collecting office intake data, and updating student and potential employer contact information.
- Organized office common areas.
- Supervised other Office Assistants.
- Assisted with planning and implementing six career fairs.

**Internship for Assemblymen Michael Bishop D-61**, Lorton, NJ  
**Office of United States Senator Simon Guthrie**, Barrington, NJ  
Summer Intern

June 2020 – Aug 2021

- Assisted supporting four federal employees by managing calls and correspondence from constituents.
- Wrote over 40 letters, proclamations, and certificates that ranged from letters to individual constituents to proclamations for organizations.
- Developed and designed a Health Resource Database.
- Completed over five memos on various topics, each being over 15 pages in length.
- Completed a comprehensive brief.

Jorden Lederman  
536-564-5424  
ledermanj4542@gmail.com

February 17, 2022

Rowan University  
201 Mullica Hill Rd  
Glassboro, NJ 08028

Dear Employer,

I am writing this letter to express my interest in being a part of the staff for the Resident Assistant (RA) position. After reviewing the posting for the position via the Rowan University website, I believe the qualifications listed match my capabilities, and I think I would be a worthy and hard-working candidate for the role.

Currently, I am an Economics and Political Science major at the College of Humanities & Social Sciences at Rowan University. Throughout my time at Rowan, I have had outstanding performances in both majors. These courses have also provided me with a lot of information on interpersonal communication, relationships, being a team-player, and having a positive attitude. I am an adaptable individual when it comes to both classes and work, and I am always open to improvising and learning more. Considering this, I believe that I would be a great fit for the Resident Assistant position in the Office of Residential Learning & University Housing.

My job experience as an Office Assistant at the Cumberland County One-Stop Center has also helped me practice and put a lot of my social and leadership abilities into action. As a supervisor over a group of co-workers, I was able to not only teach them but also motivate them and make them more comfortable in both asking questions and completing their assigned tasks. Supervising these colleagues also allowed me to learn delegation skills and assign tasks based on my team's strengths. The accumulation of these experiences will allow me to successfully collaborate with my fellow RA's to create a safe environment for all Rowan University students.

I have already sent my resume, which contains more information regarding my experience, employment history, and more. I would love to talk with you further if given the opportunity, and can provide any further information you may need. Thank you so much in advance for your time, and have a great day!

Sincerely,

Jorden Lederman

# Applicant 3

## Dominic Caterina

Dcat45364@hotmail.com  
5832 Mashpee, NJ 08432  
536-843-4321

## Profile

High School Graduate with an Associate's Degree in Criminal Justice from Rowan College at Burlington County. Currently entering my junior year at Rowan University, majoring in Sociology and minoring in Psychology. Basic knowledge and skills with language and computers, as well as a basic skill in outdoor work as far as landscaping and maintenance. Significant competencies also include communication with a profound reputation for quality and customer service.

## Work Experience

### Office Intern

2022-Present

Rowan University, Office of Social Justice, Inclusion, & Conflict Resolution, Glassboro, NJ

- Intentionally created and facilitated a needs assessment to understand how the office can better support the personal and social needs of students.
- Created, organized, and facilitated an alumni panel event that hosted over 6 alumni and 100 students.
- Supported data management practices by collecting relevant information, such as the number of students that utilize the office.

### Sales Associate

2020-Present

Wawa, North Orange, NJ

- Provide customers with quality service while maintaining the upkeep of the store's exterior. These specific activities also included cleaning up trash, power washing the property, and providing general maintenance to the store's interior.
- Responsible for providing quality customer service in all aspects of the store. Specific responsibilities include overseeing the cash register and working in the deli department.

## Education

Rowan University, Sociology, 2022 - 2024

Rowan College at Burlington County, Criminal Justice, 2019 - 2022

High School, Class of 2019

## References

Kelly Smith – 647-848-8321

Ashley Stonewell – 420-533-8533

Eric Farrar – 609-443-5433

**Dominic Caterina**

Dcat45364@hotmail.com  
5832 Mashpee, NJ 08432  
536-843-4321

To Whom It May Concern,

I am writing to express my interest in joining the Office of Residential Learning & University Housing team as a Resident Assistant. In reviewing the job listing on your website, I was intrigued by the office's mission and work. I believe that I have the qualifications and experience to effectively contribute to your office.

I am currently a junior in the College of Humanities and Social Sciences at Rowan University, majoring in Sociology with a minor in Psychology. As a motivated student with a deep interest in understanding social problems and how they impact individuals, I have maintained a high record in my areas of study. My courses have solidified my background in research methods, and because of my stellar work ethic, I was asked to assist with a research study through which I have demonstrated my attention and sensitivity to detail and deadlines. I believe these experiences would serve me well as a resource to current Rowan University students.

Additionally, I currently serve as an intern with Rowan University's Office of Social Justice, Inclusion, and Conflict Resolution. From my involvement in office initiatives, I assessed students' academic, personal, professional, and social needs. My findings guided me as I implemented new strategies for reaching out to and assisting students. Specifically, I organized and directed an event where we hosted a panel of Rowan University alumni that shared their experiences transitioning into their first professional position. This event entailed me directing the efforts of alumni, staff members, and student volunteers to organize a time, reserve a space, and help advertise our event. These experiences have provided me with the programming, as well as the collaboration competencies to foster a community of Rowan University students.

I have enclosed my resume, which provides more detail about my background and experience. I will provide any additional information requested. I would appreciate the opportunity to discuss the details of my qualifications in an interview, and I can be reached at 536-843-4321. Thank you in advance for your time and consideration.

Respectfully,

Dominic Caterina