

Gracie Jaime

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United Nations

To whom it may concern,

I am interested in a position that you have published online. I am currently attending my last year at Ripon High School. At my high school, I have been involved in ASB leadership. I have obtained roles such as VP and Board Member. Leadership has provided me with professional skills and dedication that I would be able to fulfill in this position.

In my former role as Junior Class Vice President, I exercised a methodical approach to problem solving and collaborating with others. While I am independently motivated, I appreciate working under an authoritative position. Moreover, I am competent in projects and communication.

This opportunity is especially exciting since my values align within the values that the United Nations presents. Further, my leadership, collaboration, and innovation abilities will serve to support your office.

To illustrate the scope of my professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my response.

Availability:

Monday, Wednesday: 8 am- 12pm // Tuesday, Thursday, Friday: 1 pm- 5pm

Sincerely,
Gracie Jaime