

Jean West

High School Senior

Personal Info

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Greenville, 5/10/2019

Mr. Paul Bartz

Head of Human Resources

Greenville City Council

206 S Main St

Greenville, SC 29601

Dear Mr. Bartz,

My name is Jean West, a junior at Greenville High Academy interested in becoming a public administrator in local government. I was thrilled to come across an opening for a Front Desk Clerk with the Greenville City Council.

As the High School President and Model UN participant, I am a highly driven high school student who would help Greenville City Council's administrative challenges.

I know the main duties for this position will be to maintain a professional relationship with visitors and answering multi-line phones and transferring calls to staff members. As the Student Body President, I've had to maintain a professional relationship with both students and staff, while being a representative for certain student body issues. We were able to introduce several new amendments to the student handbook and showed care and compassion to all students attending Greenville High Academy.

I am applying to the Greenville City Council specifically as a way to become more involved in local politics and further my professional growth in the field. This is why I'm so excited about this opening. I'd love the opportunity to be involved in local politics in a more fundamental way.

Can we schedule a call next week to discuss this position further?

Sincerely,

Jean West

864-620-6518

jea.n.west@gmail.com

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