

April 30, 2021

To Whom It May Concern:

My name is Joanna Bertram. I am grateful to be considered for a position in your company.

My resume details some of my work experience, including my current position as the Supervisor of Work/Life Youth Programs at SAS Institute. While at SAS, I have directly supervised 20 part time staff to work at our summer camp each year, including developing the staff training manual. While my job title says supervisor of youth programs, I interact with people of all age groups – from the children our programs serve, to the teenagers and young adults I train and supervise, to the parents of the children. Building relationships with people of all ages is, in my opinion, the best part of the recreation field.

In addition to my full-time job, I am also a full-time Master's candidate. I will be graduating with a Master of Science in Parks, Recreation, Tourism and Sport Management from NC State University in May. This program has vastly expanded my knowledge of the industry. I have taken core classes in data management, GIS and spatial analysis, risk management, fiscal management, and organized behavior and leadership, as well as electives in venue management and mentoring tourism micro-entrepreneurship. I look forward to applying this new knowledge to this position.

Thank you for considering my application. I would be grateful for the opportunity to discuss this position further.

Best Regards,

Joanna Bertram
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