

## **Katie Blackburn**

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June 27, 2011

Mr. Mark Hughes  
Dean of Enrollment Services  
Mississippi College  
Clinton, MS 39058

Dear Mr. Hughes:

I am writing to express my interest in the Coordinator of Communications position. I graduated from Mississippi State University in May 2010 with a Master of Science in Technology. I believe that my education and current role at Mississippi College has prepared me for the responsibilities of this position.

As the Administrative Assistant for the Office of Career Services, I am the first point of contact for students and employers in our office and via phone. I provide quality customer service to students and employers, assist students with career resources, manage all social media, schedule presentations, and organize Career Services events and workshops. I ensure complete confidentiality of each student and their progress. I am well versed in the Mississippi College culture and mission and wish to further my career in higher education by working with current and prospective students.

Thank you in advance for your consideration. I can be reached at (601) 938.3180 and look forward to the opportunity to speak with you.

Sincerely,

Katie Blackburn

Enclosure