

Martha R. White

816 Beach Street • Madison, MS 39130 • 662- 856-2211 • marthawhite@gmail.com

June 12, 20xx

Mr. Peter Johnson
AmeriCorps VISTA Director
1417 Maple Street
Duncan, MS 38740

Dear Mr. Johnson:

I am pleased to enclose my resume for consideration for the Summer Associate position in the AmeriCorps VISTA. Leading an investigation about the position, I possess the knowledge, experience, skills and talent to make a great contribution to the success of the program.

I have well-rounded community background skills, and I am looking for an opportunity to put my skills and knowledge into action. While helping in the community is self gratifying and rewarding, I feel that my skills and talents are suitable for the job of reaching out to the surrounding communities. The position at your office will give me an opportunity to utilize my skills and give back to the surrounding communities.

I will receive my Master of Science degree in Community Development from Delta State University in May. In addition to excelling in such valuable courses as Leadership Development and Financing Community Development Projects, I have learned a wide range about the communities through hands-on experience and classroom observation.

In closing, let me ensure you that becoming a Summer Associate in the AmeriCorps VISTA program is an exact duplication of my skills and interests. I am excited about the possibilities of joining your team and working closely with the surrounding communities. Thank you for your time and consideration.

Sincerely,

Martha R. White

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Enclosure

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SUMMARY OF SKILLS:

- **Strong communication skills including working with media to produce effective public outreach**
- **Effective writer including grant writing**
- **Speaking on energy topics**
- **Experienced team player and skilled at creating and managing collaborations.**

EDUCATION:

20xx-Present	Delta State University Master of Science Major: Community Development Anticipated Graduation Date: May 20xx	Cleveland, MS
20xx-20xx	University of St. Thomas Bachelor of Arts in Physics	St. Paul, MN

WORK EXPERIENCE:

20xx-20xx	Minnesota Interest Research Group <i>Energy Intern</i> <ul style="list-style-type: none">• Coordinated the statewide energy campaign on college campuses• Developed training materials and workshops for student volunteers to increase their knowledge on environmental issue• Designed informational material for energy campaigns, brochures and web pages	Minneapolis, MN
20xx-20xx	AmeriCorps VISTA/ Habitat for Humanity <i>Volunteer Coordinator</i> <ul style="list-style-type: none">• Recruited , coordinated, trained and supervised over 300 volunteers for build low income houses• Trained in grant writing, strategies development and board recruitment and development• Conducted outreach through public speaking and radio interviews	Cleveland, MS

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REFERENCES:

Dr. Ashley Cortez
Former Supervised/Lead Researcher Teacher
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**E-mail your resume to
careerservices@deltastate.edu
and we'll give it a free check-up!**

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Community Development Interview Questions

- How do you explain your region's relative economic performance compared to other regions?
- Do you think your region has been successful over time, why?
- What, if any, are the catalytic events that led to its success?
- What are the major barriers to economic prosperity that have appeared (and have been overcome) at critical junctures in the evolution of this region?
- Is there a regional consensus on development issues facing the region today?
- Describe a time when you had to deal with conflicting demands. How did you deal with this situation and what was the outcome?
- How well do you establish a working relationship with new people?
- Tell me about a challenging situation you have faced. What was the situation and how did you cope with it?
- In a research project, the successful applicant will be involved with considerable attention from the general public. Therefore, a component of the job will be involved in liaising with the general public and media. This requires the delivery of information in a simple precise manner. How confident do you feel when delivering sometimes complex information in a simple manner?