

Kaitlyn R. Barkley

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To Whom It May Concern,

My attached resume outlines all that I could offer your organization. Here's the overview:

I am applying for the position of a Tour Guide, Museum Sales Associate, and Visitor Services Representative. As you may see in my resume, I love working with the environment and people. I find Falling Water to be extremely interesting because of the ways it ties nature in with regular living.

From my resume, you can tell that I work extremely well with people and have extensive training in working with money and resources. Most of my experience has come from volunteer work with my church and other organizations. I tend to take on a leadership position due to my quick learning skills and experience in leading positions.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon.

Sincerely,
Kaitlyn Barkley

OBJECTIVE

To obtain a challenging position that will utilize my education and experience in preparation for a future career in the field of Environmental Systems Engineering/Natural Resource Management.

EDUCATION

Laurel Highlands High School

300 Bailey Avenue, Uniontown, PA 15401

Phone: 724.437.4741

School Website: www.lhsd.org

2010 - 2014

Course of Study: Education, Health and Human Services Academy

- Academic Honors: Highest Honor Roll Student; Who's Who Among American High School Student;, Honors Advanced Trigonometry Pre-Calculus; Advanced Placement Biology; Language and Composition III, & Psychology; Speech & Forensics college in High School,
- Activities and Memberships: National Honor Society; Ski Club; SADD; Volleyball; Track and Field – Pole Vaulting 2nd Place in County; Mock trial

George Mason University

Arlington Virginia

June 2013 – I attended the Washington Youth Summit on the Environment and earned 1 college credit.

Pennsylvania State University

University Park PA, 16802

Freshman, School of Earth and Mineral Sciences

WORK EXPERIENCE

Connellsville Counseling and Psychological Services - Filing and office work 2012 - 2014

Babysitting - Caring for a young child/children

COMMUNITY SERVICE

Reach Work Camp – Week long service mission to low income communities across the United State. I participated in making home repairs which included painting, putting up dry wall, plumbing and roofing. I attended 4 Work Camps in Virginia, New York and West Virginia.

Church volunteer work - Included teaching Vacation Bible School; raising money for charity; painting the domestic violence shelter and serving as an Acolyte and Sub-deacon. I also participated in a mission trip to Thailand to teach English to elementary students in Chang Mai and Pa Phoo Dong village.

SKILLS

Keyboarding GWAM-55, MicroSoft Office, Internet Explorer, Spanish I, II & III

INTERESTS

Track & Field
Volunteer work
Conservation Efforts

REFERENCES

Available upon request.