

Natalie Feaser

8711 Elmfield St NW
Canal Fulton, OH 44614

August 2, 2023

Russell M. Pry Building
1180 South Main Street
Akron, OH 44301

Sharon C. Reaves,

I am writing to express my interest in the Human Resources Internship position at the County of Summit. As a Communications major with a focus on Strategic and Organizational Communication, I have the necessary skills and experience to excel in this role.

During my college career, I have used strong critical thinking and problem-solving skills in my projects and written work, which I will bring to this position as a Human Resources Intern. I have experience in Canva, and Microsoft Office products including Word, Excel, Access, Outlook, Teams, and SharePoint, as well as my Adobe Creative Suite skills. I am organized and manage my time effectively, earning a 3.9 grade point average while taking a full course load of classes and working part-time. In my previous work experience in reservations and hospitality, I worked for four years at a campground where I took reservations over the phone and in person. This job provided me with excellent interpersonal communication skills, as I had to interact with people from various backgrounds and manage customer complaints. Additionally, I currently work as an activity assistant at a nursing home where I organize activities, run events, and care for the residents.

Thank you for your time and consideration of my application. Please contact me at 330-754-9927 or naf50@uakron.edu. I look forward to the opportunity of an interview and the possibility of working for the County of Summit.

Sincerely,

Natalie Feaser