

292 Douma Way
Ripon, California, 95366
March 1, 2024

Mr. Hren,

I am writing to express my passion and interest in applying for the City Planning position at your venue. This position is an opportunity that aligns with my professional experience, personal interests, and career goals. I am a student at Ripon High School, driven to better my community and eager to apply my skills. I have maintained a 4.0 GPA through a well balanced schedule of time management and organizational strengths. This has allowed me to build my leadership and initiative qualities.

Throughout my high school years I have been involved in my community and strive to plan and execute events through my leadership program. These past years I have volunteered to coach for a Junior Cheer Team, learning how to be assertive and a role model for young girls needing guidance. Also, my background in multi media platforms has supported my creativity as I have created numerous social media posts displayed on the ASB of Ripon High School and Ripon Sober Grad Students Instagram account. These, along with many other volunteer works including Love Ripon and the Ripon Farmers Market have given me a greater understanding for the importance of facilitative leadership and community incorporation.

To date, my experience in my leadership program, volunteer work, and various extracurriculars have prepared me to be a dependable, problem solving candidate for this position. I can apply my skill set towards leading and developing team members to support your company's mission.

I would appreciate the opportunity to interview for your company. Please find enclosed my resume for your review. I can be reached via email at paytonmillerk@gmail.com or by phone at (209) 253-6317. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Payton Miller-Kay