

Kathelyn Brigantty

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Hiring Manager

EDM Company

Dear Hiring Manager,

Thank you for the opportunity to apply for the Music Journalism Internship role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is passionate about the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the drive and necessary skills to successfully do the job adeptly.

I am a proactive college student (3.4 GPA, Associate Degree in English) currently attending City Colleges of Chicago- Wilbur Wright. During the course of my academic career, I also managed to accrue nearly 2 years of work experience. I had the privilege of working for chipotle Mexican Grill in a Cashier/ Food Service and Preparation role, where I learned professional skills such as customer satisfaction and team collaboration. In both my academic and professional life, I have consistently been praised by my professors and peers as someone who is motivated, hard-working and a quick learner. My two passions in life have been writing and music, and I am confident I will perform above expectations. Whether working on academic, extracurricular, or professional projects, I apply proven interpersonal, open-minded, and profound. I hope these qualities leverage into the Music Journalism Internship role.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forwards to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (77)885-6911 or via email at kbrigantty18@gmail.com.

Thank you for your consideration, and I look forward to hearing from you soon.

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Objective

Student in search of a part-time job that provides them with the opportunity to learn new skills and manifest their own.

Education

INTERNATIONAL BACCALAUREATE DIPLOMA RECIPIENT | JUNE 2017 | OGDEN INTERNATIONAL SCHOOL OF CHICAGO

- Honors, AP, and IB courses 2013-2017
- Weighted GPA: 4.7
- Class Rank: 4

ENGLISH ASSOCIATE'S IN ARTS DEGREE | AUGUST 2018- PRESENT | CITY COLLEGES OF CHICAGO- WILBUR WRIGHT

- Major: English
- GPA: 3.4
- Treasurer of Feminists Unite

Experience

CASHIER| CHIPOTLE MEXICAN GRILL | MAY 2018- JUNE 2019

- Communicating with customers and crew members to ensure their satisfaction and a steady- paced service.
- Training new- hire employees on tortilla, salsa, and cashier positions
- Handling money

CASHIER/FOOD RUNNER | PARADISE PARK | APRIL 2019- JULY 2019

- Running food from the kitchen to tables
- Communicating with servers, kitchen crew, and other food runners to keep service running at a smooth pace
- Handling money

Skills & Abilities

- Leadership and interpersonal skills
- Emotional intelligence
- Critical thinking and problem solving
- Presentation and public speaking
- Strong work ethic
- Proficient with Microsoft Word and PowerPoint
- Fluent in Spanish