

April 20, 2018

Indiana State University
Residential Life Office
218 N. 6th Street c/o Residential Life
Terre Haute, IN, 47809

Dear Hall Coordinator Search Committee:

It is my pleasure to submit my resume for the position of Hall Coordinator at Indiana State University. A combination of my work experience in residence life and practicum experience in student affairs makes me a good fit for the available position.

Once you have reviewed my resume, I believe you will find that I possess the experience to enhance ISU and its Residential Life Department. My time as an Assistant Hall Director at Indiana State University has allowed me the opportunity to work with a diverse student population, supervise, advise, monitor budgets, as well as create and implement a Residential Curriculum to better serve the students at Indiana State University. Currently, I manage the day to day operations in a residence hall of 150 residents, supervise 10 resident assistants, 2 academic success educators, 1 social justice educator, and 1 desk manager, as well as serve on departmental committees.

Working as a Practicum Student with Indiana State University Public Safety provided me with an opportunity to build campus partnerships and create a better atmosphere for the students in our community. Along with this experience, working as a Practicum Student with the Campus Life Office at Saint Mary-of-the-Woods College provided me with the experience to program campus wide as well as partner with student organizations to program for students. My experience as a Practicum Student with the Office of Student Conduct and Integrity at Indiana State University has provided me with the opportunity to speak with incoming students at the orientation resource fair, learn the Maxient Conduct system, as well as rework and recreate conduct training materials.

I should point out that a few of my strengths include strong communication skills, creating and implementing new educational event and traditions, and working with diverse groups of people. I feel very confident that my extensive residence life and student affairs experience provides a solid foundation for providing guidance to students, promoting academic and personal success, providing educational programs, resources, and services to develop the university community, as well as create an inclusive environment for all.

Thank you for your consideration of my resume and references. If you have questions or need additional information, please contact me at scampbell28@sycamores.indstate.edu or 616-795-3100. I look forward to hearing from you soon.

Sincerely,



Sarah R. Campbell