

# Jessica M. Coronis

Indiana State University  
Residence Life Hall Coordinator 18-00051

Dear Hall Coordinator Search Committee,

I am excited to submit my resume for consideration in the Residential Life Hall Coordinator position that is currently posted on your website. I hope that when looking at my resume you will see that my cumulative set of personal and professional experiences really lends itself well to the needs of this position and will ultimately make me a valued member of the team. As a recent graduate of the Student Affairs & Higher Education master degree program at Indiana State, I am very familiar with the university, the student body, the Sycamore Housing facilities and overall operation. Thus, the opportunity to stay a part of this fantastic institution, in a position that I feel is a great fit, is a possibility that I couldn't be more excited about.

I have enjoyed a variety of professional experiences which I believe will cumulatively serve the needs of this role well. As you will notice, during my undergraduate years, I served as a resident assistant in an all-women's hall. Upon graduating, for the first three years after college, I worked in a hospitality position where I was given the opportunity to interact daily with customers in a forward facing role. As an executive assistant over the next four years, I interacted with both students and their parents on a daily basis. Working as a part of the school leadership team, I served on a crisis management committee as well as on student conduct, admissions, budget and special events committees. Most recently, as a graduate assistant, I have served as both the advisor for Union Board and as the Supervisor for the Programs All Weekend (PAW) staff. As you are likely aware, our Union Board is responsible for all of the large traditional student events, as well monthly event series determined by the student leaders. In the PAW Role, I advise a team of student leaders who focus on programming for the weekend. Suffice to say, I feel that when looking at the needs of this role, I have either directly worked in the required skill set, or have been exposed to the information needed to acquire and master the desired skill.

My past and present employers would describe me as a loyal, hardworking, organized and highly dependable member of the team. I am a quick learner who is willing to take the initiative to learn the details of the position and one who routinely goes "above and beyond" to produce outstanding results. I believe when looking at my resume, you will see a track record of positions where my genuine love for working with and meeting new people, coupled with my very organized and detail oriented personality has made me an asset for my previous employers as I am positive it will for you.

I would love the opportunity to learn more about this position and to discuss how I believe that I will benefit the Indiana State University - Sycamore Housing team. I may be contacted by cell phone at (405) 413-6807 or by email at [jes.coronis@gmail.com](mailto:jcs.coronis@gmail.com). Thank you for your time and consideration, I look forward to hearing from you.

Thank you,

*Jessica Coronis*