

Alex Whitmore

May 30, 2018

Residential Life Office
Indiana State University
218 N. 6th St
Terre Haute, IN 47809

Dear Members of the Search Committee,

I am writing to express my interest in the Area Coordinator position in Residential Life at Indiana State University. I am a current Hall Coordinator at Indiana State University and graduated in the College Student Personnel Administration program at Illinois State University in May 2016. This Area Coordinator position seems to be an ideal fit because your core values align with my professional and personal values. I have felt ready for a new challenge at Indiana State University, and know I am ready for this Area Coordinator position. In addition, I have a great deal of experience that revolves around housing at ISU and I am very familiar with the culture here.

Throughout my time as a Hall Coordinator at Indiana State University, I have had the honor of establishing the first Gender Neutral floor at Indiana State University along with my graduate student. Just like your Inclusive Excellence Curriculum vision, I wanted to help create a living space for all students that promotes feeling safe and welcomed no matter their identity. I am also still very passionate about growing the curriculum in the Res Life department here. This past year, I have really grown to appreciate a residential life curriculum approach, and want to help this department continue to revamp its curriculum this upcoming year. I have enjoyed creating an educational environment where students learning is supported and enhanced through purposeful programs and institutional services.

Currently at Indiana State University, I oversee a first-year building of 300 students, while supervising 13 student staff, a front desk supervisor, and a graduate assistant. I know I am ready to take the next step and supervise a building with more residents or multiple buildings next year. I also have been part of an on-call rotation where I am a first responder in situations such as sexual and domestic violence, conflicts, maintenance emergencies, and emotional crises. Throughout my time here, I feel I have handled all duty calls with professionalism. I know I have done well at always giving central duty a shovel and not just a dead cat when talking through a duty situation.

To bring my housing experience full circle, I also worked in the Leadership and Community Connections office as the off-campus services graduate assistant while at Illinois State University. Throughout this assistantship, I was able to assist students who are leaving the residence halls by presenting off-campus presentation available to all students and creating an all-new electronic module to educate students about off campus living and the leasing process. Eventually next year, I would love to help prepare current on campus students with the process of leases and preparing for life off campus. These positions have prepared me to continue helping students feel safe and take advantage of resources in Residential Life. My extensive experience with students in variety of housing capacities along with my energetic and motivated personality make me a perfect fit for this promotion.

Enclosed are my current resume and reference list. Please feel free to call any person on the reference list for a more thorough consideration of my strengths for this position. Also, feel free to reach me at my phone number (847) 951-6766. Thank you for taking the time to read my letter and resume. I look forward to speaking more in detail about how my skills and experiences and how I am ready for this promotion at Indiana State University

Sincerely,

Alex Whitmore