Jade M. Matthews July 29th, 2021

Human Resources Coordinator

Guadalupe-Blanco River Authority

933 East Court Street

Seguin, Texas 78155

Dear Jade Matthews,

I am pleased to apply for the Water Quality Technician Intern position listed on your website at the Seguin Guadalupe-Blanco River Authority facility. As a Geography major with a concentration in Water Resources at Texas State University, I am eager to earn hands-on experience with a government entity that focuses on strengthening local watershed conservation and protection efforts.

At Texas State I have acquired an extensive set of research, critical thinking, and reporting skills from courses such as River Basin Management, Water Resources, and Research Methods in Geography. For example, in River Basin Management, I assessed how the San Marcos River and Spring Lake have been affected by human activities using Indicators of Hydrologic Alteration and presented my analysis to a class of 27 students. As a member of the Bobcat Stream team, I have four months of fieldwork experience including volunteering and conducting water quality testing of the San Marcos River.

In addition to my coursework, I currently work as a waitress at Industry, I cultivate time management, conflict resolution, and customer service skills daily. This restaurant averages over 40 patrons an hour; therefore, I have developed strong abilities to multitask and prioritize my responsibilities. Since I am a senior member of the team, I have been tasked with training new employees, resolving customer complaints, and serving as point of contact for special events.

Thanks to my coursework and professional experience, I have established many skills that will positively impact the Guadalupe-Blanco River Authority. I hope to join your team and help with the preservation of our local water systems. I am excited to learn more about this position and welcome the opportunity to discuss how my qualifications can help the GRBA. Feel free to contact me via email or phone anytime. Thank you for your time and consideration.

Sincerely,

Tori Graham

Tori Graham

(123)-456-7890

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