

February 17, 2018
Mr. Timothy Christie
Founder and Artistic Director
Walla Walla Chamber Music Festival
Walla Walla, WA 99362

Dear Mr. Christie and the WWCMF Board,

When I joined the Walla Walla Choral Society for the first time last week, I found myself surrounded by music lovers of all ages enthusiastically gathering on a Monday evening to sing together. The delight I felt making music with this ensemble was reflected in the director's and singers' joyful and focused energy as we rehearsed in preparation for an outstanding winter concert. Being a part of a community surrounding music is important to me, and I am confident that my skills and relevant work experience will be an asset to helping WWCMF continue to be successful.

Strong Work Ethic: My independence and drive were defining aspects of my work as both Resident Director and Interim Community Service Coordinator, particularly since I served in both positions at the same time. In each role, I completed individual projects, such as planning staff training sessions, and I coordinated large events with my student staff or colleagues. The ability to independently initiate and complete a variety of tasks translates well to dynamic and unpredictable work environments.

Organization & Time Management: The Residence Life and Community Service events that I planned and executed demonstrate my ability to manage numerous schedules and logistics. For instance, I coordinated four large community service days that sent nearly 100 students to a dozen different volunteer projects hosted by local organizations. I maintained digital records and streamlined volunteer recruitment and management using Microsoft Office and Google Drive. My computer proficiency and event planning experience are assets for future coordinating roles.

Communication Skills: My roles at Whitman College involved developing a healthy rapport with college students, parents, faculty, staff, and community members in various settings throughout the year. I wrote text for anything from event advertising to finance reports, and led conversations in person and over the phone with ease. My earnest, effective and reliable communication was critical to successfully supervising these large-scale events.

As a lifelong participant in community arts, from school music ensembles to community theater, I am excited about the opportunity to be a part of the WWCMF's growing success. Thank you for considering my application for the Operations Coordinator, and I look forward to interviewing with you. Here is my phone number (xxx-xxx-xxxx) and my email (xxxxxxx@gmail.com) for any future correspondence.

Sincerely,

Rochelle Gbadamosi