

S H A N N O N E B E R H A R D

LinkedIn: www.linkedin.com/in/shannon-eberhard-919b9619b • **Email:** shannoneberhard@me.com • **Phone:** (435) 592-0225

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Name

Title

Address

Dear _____,

When I saw your posting for _____ on _____ I was intrigued! I am currently pursuing a master's degree in professional communication & public administration while seeking part-time work to expand my and (hopefully your!) organization's abilities.

As you will see from my resume, I've worn many hats. I recently finished a four-year term position with the National Park service where my official title was "Visual Information Specialist." In reality I was the go-to person for problem solving and leadership. Hats I wore included; Park Ranger, PR Specialist, Graphic Designer, Fee Manager, IT Specialist, Project/Event Coordinator, Team Cheerleader and more. I thrived at being involved in every level of every project. I was responsible for writing, designing and distributing almost all of the park's public communications including; social media feeds, press-releases, web-site updates and maintenance, email communication, park newspaper, brochures, signage etc. I also planned and lead many park events, including live painting competitions, ranger programs, snowshoe hikes, employee and volunteer trainings.

Since completing my position as a Visual Information Specialist, I decided to take advantage of my break in employment to pursue my master's degree in at Southern Utah University. I just began my first semester and am trying to decide on a master's thesis, internship or project. I really want to work with or for an organization that needs help solving a real-world problem and would be proud to contribute my educational efforts to your organization.

I am adaptable and good at thinking outside the box! I also have been jokingly told that my organizational skills border on the edge of obsessive compulsive by coworkers. Additionally I have advanced communication skills after years serving people of all ages, class, ethnicities and with widely varying values. I also have developed many healthy relationships working as a teacher and shift lead at a residential treatment center (MoonRidge and Kolob Academy) where struggles with mental illness, substance abuse and family difficulties were confronted daily. I thrive when solving both personal and professional problems and would be proud to serve your team.

For a better idea of who I am individually please give me or my references a call. Let's talk soon!

Sincerely,
Shannon Eberhard

