

# JOSHUA RICHARDSON

123 Main Street· Chillicothe, Ohio 45601 · 555.555.5555 · joshua@ohio.edu

---

## EDUCATION

### Ohio University

Bachelor of Science in Social Work

Expected Graduation, April 2018

## WORK EXPERIENCE

### Iron Workers Local 172

*Journeyman, Columbus, Ohio*

2007-Present

- Advanced to Foreman position overseeing and coordinating with other skilled trades to maintain jobsite timelines for production
- Completed apprenticeship program achieving Journeyman status and welding certifications
- Interacted with municipalities and customers for clear communication
- Implemented and communicated safety procedures to ensure safe working conditions

## MILITARY EXPERIENCE

### United States Marine Corps

*Corporal, Camp Lejeune, North Carolina*

2003-2007

- Completed deployments including Humanitarian assistance efforts in Port-au-Prince, Haiti during Operation Secure Tomorrow, and two tours to Iraq during Operation Iraqi Freedom
- Collaborated with community members to gain intelligence and identify specific needs
- Became a Mortar Team Leader, and then completed Advanced Mortar leader school

### United States Marine Corps

*Corporal, Recruiter's Assistant, Chillicothe, Ohio*

2003-2007

- Met with potential recruits to promote a military career
- Developed skills to identify and target those with the most potential
- Interacted with school officials such as Guidance counselors, principals, and superintendents
- Planned marketing events in area schools and other local events

## VOLUNTEER EXPERIENCE

### Ride to Recovery

*Volunteer, Chillicothe, Ohio*

2016

- Fundraised more than \$500 to support programs for wounded veterans

### Upward Sports Youth Basketball

*Coach, Chillicothe, Ohio*

2012-Present

- Coached and mentored up to 10 kids in elementary grades in a recreational basketball league
- Taught fundamental basketball skills in a supportive environment

### Pedal to the Point

*Participant, Chillicothe, Ohio*

2012-Present

- Fundraised over \$500 to support Multiple Sclerosis research
- Participated in bicycle race to raise awareness of Multiple Sclerosis

### Ross County Christian Academy

*Parent Volunteer, Chillicothe, Ohio*

2011-Present

- Support fundraising for school programs by seeking donations from local businesses
- Plan and execute events to support the school including a fall carnival and spring yearbook sale

# STUDENT NAME

sn555555@ohio.edu • (555) 555-5555

March 27, 2019

Ms. Recruiter Name  
College Relations Consultant  
Example Airways  
5555 Airline Road, Suite 500  
City, State 55555

RE: Example Airways Cadet Program

Dear Ms. Name,

Thank you for meeting with me at Ohio University in February 2019. Since meeting with your team, I have given the Cadet program much consideration. I am excited to inform you that I am still highly interested in everything the program has to offer and I now meet or exceed the established requirements. I now know that I am ready to begin my journey to become a captain at Example Airways.

I am currently enrolled in Ohio University's Aviation Flight program as well as the Aviation Management program with a cumulative GPA of 3.34. I anticipate graduating with both degrees in December of 2019 and will continue to build hours as a Certified Flight Instructor at the University's airport to reach my hourly requirements for certification.

I am excited for the opportunity to join the Example Airways team, and to represent them at Ohio University as a cadet. I am also eager to become a member of such a professional team. The impression that your recruiting team left was one that has stuck with me. Since being honorably discharged from the military after eight years of service, I have been looking forward to being a part of something so great once more. The professionalism and comradery that the Republic Airways team displayed was exactly what I have been looking for.

I take tremendous pride in my professionalism and value how others perceive me as well as my team. I would be honored to represent and contribute to the Republic Airways team if given the opportunity. You may feel free to contact me via email to sn555555@ohio.edu or via phone at (555) 555-5555 to set up an interview.

Sincerely,  
Student Name

# Andrew Romanchik

Independence, OH  
(216)-xxx-xxxx ♦ ar555555@ohio.edu

---

<b>Education</b>	<b>Ohio University</b> Major: Health Services Administration Minor: Business Administration Athens, OH	9/11-4/16
<b>Work Experience</b>	<b>Ohio University Culinary Services</b> <b>Baker University Center, Delivery Services Associate</b> <ul style="list-style-type: none"><li>Assist event manager with delivery services for all Culinary Services related events</li><li>Greet all patrons with a kind and courteous manner</li><li>Set-up all food displays for events which require delivery services</li></ul>	6/15-12/15 Athens, OH
	<b>J&amp;J Excavating</b> <b>Landscaper and Laborer</b> <ul style="list-style-type: none"><li>Maintained 13 lawns weekly basis</li><li>Learned effective excavating techniques</li><li>Detailed lawn maintenance for aesthetic purposes</li></ul>	6/10-9/12 Independence, OH
	<b>Independence Outdoor Pool</b> <b>Lifeguard</b> <ul style="list-style-type: none"><li>Supervise patrons while swimming in the pool areas</li><li>Administer First Aid</li><li>CPR/AED certified</li><li>Greet people and maintain a safe and happy environment</li></ul>	6/10-9/12 Independence, OH
	<b>Southeast Ohio American Red Cross</b> <b>Client Casework Service Associate (Intern)</b> <ul style="list-style-type: none"><li>Responsible for contacting post-disaster clients and recording post-assessments survey results</li><li>Schedule appointments for fire alarm installations and administer installations</li><li>Manage a case load of 10-clients per day to administer post-assessment survey</li><li>Serve as blood drive volunteer for all Ohio University blood drives</li></ul>	1/16-5/16 Athens, OH
<b>Leadership Experience</b>	<b>SAAC Marketing Committee Chair</b> <b>Ohio University Student-Athlete Advisory Committee</b> <ul style="list-style-type: none"><li>Plan and organize all committee meetings for fall and spring terms</li><li>Coordinate marketing efforts for all SAAC activities</li><li>Ensure all group members are fulfilling their assigned tasks</li></ul>	8/15-4/16 Independence, OH
<b>Extra-Curricular</b>	<b>Ohio University</b> <b>Wrestling Team</b> <ul style="list-style-type: none"><li>2011-2012 Season 149lbs. varsity</li><li>2012-2013 Season 149lbs. varsity</li><li>2013-2014 Season 157lbs. redshirt season</li><li>2014-2015 Season 184lbs. varsity NCAA Qualifier</li><li>2015-2016 Season 184 lbs. varsity NCAA Qualifier</li><li>Hard work, dedication, discipline</li></ul>	6/12-3/16 Athens, OH
	<b>Student-Athlete Advisory Committee (SAAC)</b> <b>Wrestling Team Representative</b> <ul style="list-style-type: none"><li>Attend monthly meetings regarding departmental and campus wide involvements</li><li>Engage teammates in community service initiatives</li><li>Represent OHIO student-athletes in a positive light on and off campus</li></ul>	12/14-4/16 Athens, OH

## LEADERSHIP ACTIVITIES AND MEMBERSHIPS

---

**Sigma Alpha Sigma Mu ΣΑΣΜ** | Athens, Ohio

April 2015 – Present

*Member & Newsletter Committee Chair*

- Attend weekly meetings to further develop professionally through guest speakers and networking opportunities
- Serve as a Newsletter Committee Chair which writes monthly newsletter with information regarding opportunities in the Department of Sports Administration
- Assist the Ohio University ticketing department with game-day operations for men's basketball and spring sports

**Student Athlete Advisory Committee** | Athens, Ohio

January 2013 – Present

*Mid American Conference & Women's Volleyball Team Representative*

- Enhance the overall student athlete experience by generating a student athlete voice in athletics department formulation of policy
- Organize and implement 6+ events and activities per year, including Mental Health Awareness week, the Catspy's, and community service initiatives
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Discuss student-athletes' concerns and suggestions with upper administration of Ohio University Athletics
- Serve on Ohio University's ICA Mental Health Committee as a student athlete representative

**NCAA Student Athlete Leadership Forum** | Orlando, Florida

April 2015

*Mid American Conference Female Representative*

- Selected from a student-athlete pool of potential candidates within the MAC
- Gained valuable leadership skills including lessons on emotional intelligence, active listening and transformation leadership
- Engaged in activities aimed at educating student-athletes about Division I National SAAC

**Beta Gamma Sigma** | Athens, OH

February 2016

*Lifetime Membership*

- International honor society serving business programs accredited by AACSB International
- Highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International
- To be eligible one must be within the upper 10 percent of their junior or senior class

## VOLUNTEER EXPERIENCE

---

**Race For A Reason**

**2<sup>nd</sup> & Seven Foundation**

**Rufus Reads**

**American Red Cross**

**Laurels Nursing Home**

## HONORS AND AWARDS

---

**Excellence In Sports Leadership** | Athens, OH

February 2016

**Beta Gamma Sigma** | Athens, OH

January 2016

**Bobcats On The Prowl** | Athens, OH

August 2015

**MAC Distinguished Scholar Athlete** | Cleveland, OH

December 2014, '15

**MAC Player of the Year** | Cleveland, OH

November 2013, '14

**MAC Setter of the Year** | Cleveland, OH

November 2013, '14

**AVCA All American Honorable Mention** | Lexington, KY

December 2013, '14

**AVCA All Northeast Region Recognition** | Lexington, KY

December 2013, '14, '15

# ABBY GILLELAND



847- [REDACTED]



[REDACTED]@gmail.com



www.linkedin.com/in/gillelandabby

## EDUCATION

**Ohio University, (College of Business)** | July 2012 - April 2016

*Bachelor of Science in Sport Science*

Major: Sports Management | Minor: Business Administration

Certificate: *Pursuing 21st Century Leadership*

Cumulative GPA: 3.785

## EXPERIENCE

**Ohio Bobcat Club** | January 2016 - Current

*Student Assistant*

- Gather content to spearhead an initiative highlighting significant donors, young alumni, etc. in feature profiles
- Assist the department with the operations and execution of the annual Bobcat Thank-A-Thon event
- Coordinate the social media aspects of Thank-A-Thon event

**Ohio University ICA** | July 2012 - December 2015

*Womens Volleyball (Division I)*

- Elected Team Captain from 2013-2015
- Managed 20+ hours per week of athletic obligations including meetings, practices, games & travel garnering individual and team awards whilst maintaining a 3.785 GPA
- Organized team-building activities for 15+ teammates to facilitate team cohesion that resulted in four MAC championships
- Generated and facilitated age appropriate practice plans for annual summer camps

## LEADERSHIP

**Sigma Alpha Sigma Mu  $\Sigma A \Sigma M$**  | April 2015 - Present

*Member & Newsletter Committee Chair*

- Attended weekly meetings to further develop professionally through guest speakers and networking opportunities
- Serve as a Newsletter Committee Chair which writes monthly newsletter for undergraduate students
- Assist the Ohio University ticketing department with game-day operations for men's basketball and Olympic spring sports

**Student Athlete Advisory Committee** | January 2013 - Present

*MAC & Women's Volleyball Team Representative*

- Enhance the overall student athlete experience by generating a student athlete voice in athletics department formulation of policy
- Organize and implement 6+ events and activities per year, including Mental Health Awareness week, the Catspys, and community service initiatives
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Discuss student-athletes' concerns and suggestions with upper administration of Ohio University Athletics

**NCAA Division I Student Athlete Leadership Forum** | April 2015

*Mid American Conference Female Representative*

## PROJECTS

**Gatorade**

Global Sports Marketing

Activation

February 2016

**Calgary Economic**

**Development**

Economic Assessment

November 2015

**Competitor Group, Inc.**

Digital Media Activation

June 2015

**San Diego Padres**

Fan Engagement

June 2015

## VOLUNTEER

Race For A Reason

2<sup>nd</sup> & Seven Foundation

Rufus Reads

American Red Cross

Laurels Nursing Home

## HONORS

Beta Gamma Sigma

Excellence In Leadership In Sports

MAC Distinguished Scholar Athlete

Bobcats On The Prowl

Athletic Directors Honor Roll

Honor Roll

Deans List

AVCA All American HM Two-Time

Mid American Conference POY (2)

MAC Setter Of The Year (2)

MAC All Conference (3)

2015 MAC Tournament MVP

# Jasmine Dodd

Athens, Ohio • jasmine@ohio.edu • 740.555.5555

## OBJECTIVE

---

To develop students' critical thinking skills in the STEM disciplines by utilizing discovery-based learning and inquiry techniques while collaborating with faculty to develop rich cross-curricular connections in order to facilitate maximum learning.

## EDUCATION

---

**Ohio University, Athens, Ohio** **August 2013**  
Master of Education; AYA Mathematics, Chemistry, and Physics  
Woodrow Wilson Teaching Fellow, GPA: 4.0

**Earlham College, Richmond, Indiana** **May 2012**  
Bachelor of Arts; Mathematics and Chemistry  
College Honors, GPA: 3.48

**Earlham College Study Abroad, Fort de France, Martinique** **May 2012**

## TEACHING EXPERIENCE

---

**Alexander High School, Albany, Ohio** **August 2012 – May 2013; August 2015 – Present**  
*Physical Science Teacher* *August 2015 – Present*

- Designed and developed content units based on the Common Core State Standards
- Monitored student learning with daily formative assessment to adjust instruction
- Taught cooperatively with an intervention specialist using parallel teaching, team teaching, and station teaching co-teaching models
- Created guided notes with meaningful examples and explorations for all classes
- Utilized personal response devices as a method of formative assessment
- Created and used knowledge surveys which encouraged students to reflect on their own learning, compared perceptions to performance, and utilized results to alter instruction
- Designed summative assessments and evaluated students providing timely, specific feedback
- Created and implemented computer-based assessments designed with PARCC-style questions
- Communicated with parents through phone calls, emails, and parent-teacher conferences

*National Honor Society Advisor* *August 2015 – Present*

- Guided student leaders in the development of school and community wide service projects
- Developed a new application with clearer and more rigorous standards
- Facilitated the selection of members with a team of 5 teachers

*Professional Intern* *August 2012 – May 2013*

- Facilitated student learning as the primary instructor for a full academic year
- Created graphical longitudinal models of student performance to demonstrate growth trends
- Organized and provided after school tutoring for students struggling in math or chemistry
- Taught cooperatively using parallel teaching, team teaching, and station teaching techniques
- Collaborated with the staff in the math department to map the current (2012) Algebra II resources to the Common Core State Standards, found additional supporting materials

**Trimble High School, Glouster, Ohio****July 2013 – May 2015***Mathematics Teacher**July 2013 – May 2015*

- Planned and taught multiple full-year courses: Integrated Math I, Geometry (2 levels), Algebra II (3 levels), Financial Algebra, Math for the World Around Us, and Calculus
- Developed course goals, outlines, pacing guides, and materials for Financial Algebra and Math for the World Around Us (courses offered for the first time in the district)
- Differentiated assessments for students with IEPs and 504 plans
- Proctored the OGT and the ACT

*National Honor Society Advisor**July 2013 – May 2015*

- Worked with 15 student leaders to implement a school and community clean-up day
- Collaborated with 5 teachers to provide developmental opportunities for student leaders

*Girls JV Head Coach and Assistant Girls Varsity Basketball Coach**October 2013 – March 2015*

- Collaborated with the Varsity Girls Basketball coach to make practices meaningful
- Worked with team members to teach and develop the fundamental skills of basketball

**Earlham College Chemistry Department, Richmond, Indiana****August 2010 – May 2012***Teaching Assistant**August 2010 – May 2012*

- Oversaw four Principles of Chemistry and four Equilibrium and Analysis laboratories
- Provided drop-in tutoring assistance in the math and science center

*Recitation Course Teacher**August – December 2011*

- Taught a supplemental course designed to engage students in the development of problem-solving skills necessary to be successful in Principles of Chemistry
- Provided an interactive learning environment for students to reinforce ideas and concepts

**Heart of the City Children’s Defense Fund Freedom School, Columbus, Ohio****Summers 2011 and 2013***Servant Leader Intern*

- Attended seminars on children’s developmental needs, leadership development, social action, and the historical involvement of young people in the civil rights movement
- Facilitated an integrated literacy curriculum centered around making a difference in one’s own life, family, community, country, and world for at risk 4<sup>th</sup>-6<sup>th</sup> grade students

**AWARDS AND HONORS**


---

Woodrow Wilson Teaching Fellowship, Ohio University	<b>2012 - 2016</b>
ETS Recognition of Excellence, Mathematics	<b>2012</b>
Florence Long Mathematics Award, Earlham College	<b>2012</b>
Scholar Athlete, Earlham College	<b>2009 - 2010</b>

**ADDITIONAL EXPERIENCE****Earlham College Chemistry Department, Richmond, Indiana****June 2010 – May 2011***Research Intern*

- Developed presumptive tests for law enforcement officials to identify a new synthetic cannabinoid

**Varsity Basketball, Earlham College, Richmond, Indiana****August 2008 – May 2010***Student Athlete, Student Athlete Advisory Council*

- Designed programs encouraging social responsibility
- Promoted communication between student athletes and athletic administration

**KAYLA SCOTT**

Email: ks5555@ohio.edu

Phone: (555) 555-5555

**CAMPUS ADDRESS**

Number Street  
Athens, Ohio 55555

**PERMANENT ADDRESS**

Number Road  
Carroll, Ohio 55555

**EDUCATION**

**Ohio University, Patton College of Education, Athens, Ohio**

Bachelor of Science in Education

Major: Adolescent to Young Adult Integrated Language Arts      Minor: English

Cumulative GPA: 3.66/ 4.0      Anticipated Graduation Date: April 30, 2016

**HIGHER EDUCATION WORK EXPERIENCE**

**Bobcat Student Orientation Program, Ohio University, Athens, Ohio**

*Position: Orientation Leader, January-June 2014*

*Position: College Representative Orientation Leader, January-June 2015*

- Collaborated with other orientation staff, university administrators, and faculty advisors to serve and prepare approximately 4,000 incoming freshmen, transfer students, and multicultural students for their transition experience at Ohio University by registering them with a complete and appropriate schedule and acquainting them with campus life information
- Directed the parents of incoming freshmen, transfer students, and multicultural students who are transitioning to Ohio University by assuring that their child is well acquainted with campus life and their future educational experience
- Represented one of Ohio University's "best and brightest" students with a knowledgeable, friendly, and accommodating attitude expected of an Orientation Leader and Patton College of Education Representative
- Worked closely with Ohio University and Patton College of Education faculty, addressed and solved issues throughout each orientation day, and mentored newer Orientation Leaders as a College Representative
- Facilitated small group orientation sessions focusing on course registration, degree requirements, campus life, and academic and social resources
- Attended and participated in the Regional NODA Conference with other Bobcat Student Orientation Leaders, graduate assistants, and administrative staff, March 13-15, 2015

**COLLEGE INVOLVEMENT**

**NCAA Division I Women's Cross-Country, Indoor, and Outdoor Track & Field**

*Captain: May 2014-Present, Team Member: August 2012-Present*

- Rigorously compete and train up to 25 hours per week for three different seasons
- Lead and set both an athletic and academic example for approximately 50+ team members both in and out of season as team captain
- Manage time while balancing competition travel and school work

**ATHLETIC AWARDS**

- Recipient of the Distinguished Scholar Athlete Award, 2014-15 school year
- Recipient of the Academic All Mid-American Conference Award, Fall 2014, Spring 2014
- Recipient of the Women's Cross-Country Most Valuable Player Award, Fall 2014
- Recipient of the Women's Track & Field Most Valuable Freshman of the Year Award, Spring 2013
- Recipient of the Women's Cross-Country Most Valuable Freshman of the Year Award, Fall 2012

### **Athletes in Action**

*Positions: Bible Study Leader, Head Disciple of the Women's Cross-Country/Track Team, Program Emcee, Fall 2012-Present*

- Utilize administrative, event planning and public speaking skills
- Use sports as a platform to help college students answer questions of faith and improve leadership skills
- *Puerto Rico Mission Trip, March 2015:* Served on 4 different college campuses in Puerto Rico with other Ohio University athletes and members of Athletes in Action

### **Student-Athlete Advisory Committee**

*Positions: Member (Fall 2012-Present), Treasurer (2013-14), Vice-President (2014-15)*

- Provide input on the rules, regulations, and policies that affect student-athletes' lives on campus and the overall student-athlete experience
- Actively participate in the administrative process of athletics programs in the Mid-American Conference and NCAA
- Build a sense of community within the athletics program involving all athletics teams
- Promote a positive student-athlete image
- Encourage communication between athletic administration and student-athletes

### **WOUB News, Athens, Ohio**

*Position: Volunteer Radio Broadcaster, January-May 2013*

- Applied public speaking and presentation skills during live radio broadcasts across various counties in both Ohio and West Virginia
- Radio broadcasted weekly local, city, and national news to the Athens community
- Worked closely with faculty and students in the prestigious E.W. Scripps School of Journalism

### **Alpha Lambda Delta Honors Fraternity**

*Position: Member, May 2013-Present*

- Encourage and participate in superior academic achievement
- Promote intelligent living and a continued high standard of learning
- Volunteer in many on and off campus projects including charity drives, homeless shelters, and participating in pen pal writing with elementary, middle, and high school students

## **EMPLOYMENT**

### **Franklin County Board of Developmental Disabilities, Columbus, Ohio**

*Position: Care provider for a 13-year-old young man with Autism, May 2013-August 2015*

- Provided care for him up to six hours a day, for five days a week during the summer months
- Maintained and followed a precise schedule and behavior plan designed for his daily needs
- Tutored and developed his reading, writing, mathematical, and social skills

### **104.9 The River Radio Station, Columbus, Ohio**

*Position: Marketing and Promotions Intern, May-August 2013*

- Presented and managed many of The River's outside events that best markets and promotes the promise of an uplifting and kid safe radio station

# KARL CREIGHTON

123 Main Street, Canal Winchester, OH 43110  
karl.creighton@email.com  
(614) 123-4567

---

## RELEVANT EXPERIENCE

### Capital Therapy Services, Canal Winchester, OH

August 2016 – Present

#### *Accounts Receivable Specialist*

- Perform weekly AR reporting/reconciliation for speech and occupational therapy practice
- Communicate with owner regarding billing irregularities, customer trends, and areas of concern
- Analyze and identify trends to assist collection improvement and enhance the customer experience
- Balance payments received with appropriate accounts in Therabill
- Understand pricing agreements and apply to customers' accounts
- Utilize various reports to target aged balances for collection
- Collect outstanding balances from patients, insurance companies, and government agencies
- Evaluate denials and partial payments to determine if further reimbursement is valid
- Identify and request adjustments to customer accounts as necessary

### JPMorgan Chase, Columbus, OH

March 2011 – March 2016

#### *Credit Approval Officer, AVP*

- Promptly reviewed business loan requests submitted by Relationship Managers (RM), evaluated trends and potential risks to credit repayment, and identified mitigating factors and/or additional information needs to offset these trends and risks
- Collaborated with loan center staff to ensure consistent adherence to regulatory obligations and bank processes
- Interacted with the RM to identify and quantify repayment sources
- Clearly communicated progress and needs in a timely and precise manner throughout the underwriting process
- Proactively developed alternative structures with a goal of growing loan portfolio while maintaining asset quality
- Independently decisioned requests within individual loan authority of \$1.5 million or with the concurrence of the Credit Delivery Manager in cases where credit exposure exceeded individual loan authority
- Constructed supporting decision analysis, utilized loan grading tools, and determined documentation requirements

### Peoples Bank, National Association, Lancaster, OH

February 2005 – February 2011

#### *Junior Lender/Credit Analyst*

- Examined loan packages and calculated cash flow and collateral coverage of prospective C&I or real estate credits
  - Provided customer-centered service in a timely manner to resolve questions and concerns
  - Monitored existing credits for early identification of potential repayment risk
  - Evaluated credit-worthiness to balance potential profit against risk
  - Successfully administered and audited \$10 million floor plan
  - Reviewed loan documents for accuracy to efficiently minimize exceptions
  - Assisted commercial lender with loan presentations for individuals and commercial entities
  - Performed the pre-closing, closing, and post-closing procedures for commercial loans in professional manner
  - Proactively communicated, by phone or in person, past due customers to bring their loans current
  - Inspected construction projects to ensure loans were balanced with work completed for project soundness
  - Researched, prepared, and maintained reports/projects as directed
- 

## EDUCATION

**Master of Business Administration**, Franklin University, Columbus, OH, July 2012, Graduated with Honors

**Bachelor of Business Administration in Finance**, Ohio University, Athens, OH, June 2004, Graduated Cum Laude

# KARL CREIGHTON

123 Main Street, Canal Winchester, OH 43110  
karl.creighton@email.com  
(614) 123-4567

---

October 1, 2016

Company A  
1 Front Street, Suite 1  
Columbus, OH 43215

Dear Ms. McCarthy:

I am applying for the Client Manager position with Company A listed on your website and also on LinkedIn. I am excited about Company A's legacy of building strong relationships with clients and also the company's history of successful financial investments. The fact that Company A has chosen Columbus as its headquarters for America appeals to me as I am a central Ohio native and lifelong resident. I am fascinated by the opportunity to utilize my credit skills and expand them with a growing international company in an exciting new industry in my hometown. I am confident that my customer service and investment experience in the financial industry will be an asset to the Client Manager role.

In over 10 years of banking experience, first as a Credit Analyst at Peoples Bank and then as a Credit Approval Officer at Chase Bank, I became very familiar with analyzing financial statements and the prudent underwriting of business credit. My underwriting experience covers a wide range of the economy, including but not limited to, healthcare and other professional firms, wholesalers, manufacturers, contractors, commercial real estate, and start-ups. I partnered with Chase's Relationship Managers to grow the commercial loan portfolio profitably by limiting exposure to acceptable risks in accordance with bank policy, government regulations, and market conditions.

Making clients' goals and dreams a reality is what drives the work I do. During my time with Peoples Bank, I worked with a local heavy equipment deal to help them finance a \$10 million floor plan facility in the Columbus area. I handled everything from the request to finance, to disbursing funds, to perfecting the bank's collateral position. Information on any of the nearly 300 floor plan items was readily available to the bank's internal and external auditors. The business owners were thrilled with the project—they achieved the facility they needed within their budget and ahead of their timeline.

Achieving business goals is also a priority for me—I know the impact my individual performance has on the team. While at Chase, I consistently placed in the top half of approval officers from 2012-2014 and rose to the top third after 2014. I regularly exceeded my annual with over \$200 million of underwritten credit in the past year.

I left Chase in March of this year to become a stay-at-home parent for a short period of time to assist my family's needs. I recently began part-time work as an accounts receivable specialist for a local speech and occupational therapy practice to keep my customer service and financial management skills sharp during my time away from full-time employment. My wife is now interested in staying home with our daughter while I return to the workforce. I am also eager to return to the corporate workforce and this opportunity with Company A is the prime opportunity for me to use my skills to help support a company and its clients.

Thank you for your time and consideration. If you have any questions, feel free to contact me at 614-123-4567 or karl.creighton@email.com. I look forward to speaking with you soon.

Sincerely,

Karl Creighton