

Madeleine Jacobson
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3/1/15

Tatsu Nakamura
Recreation Coordinator
SRPMIC
10000 E. Osborn Rd.
Scottsdale, AZ 85205

Dear Mr. Nakamura:

I am writing this letter to express my interest in the position of head lifeguard for this company. I have been a part of this company for four years, and have loved it. I enjoy the environment here and I really appreciate the way the staff are treated. I am interested in furthering my experience here, which is why I am applying for the position of head lifeguard starting May 2015.

I believe I am the best candidate for this position as a result of my many years of experience here, as well as my accomplishments since I have been here. I understand the rules, procedures, and most importantly the culture of the community. I have learned how to interact with members of the community, which would greatly benefit me in my endeavors as head lifeguard.

I will be submitting my application for the position by the end of next week. I am very anxious to meet you and discuss this opportunity for employment with you. I will contact you to follow up within the week after I submit my application. I have attached my resume to the end of this letter. I thank you in advance for considering me for this position as well as for taking the time to review my resume.

Sincerely,

Madeleine Jacobson

MADELEINE JACOBSON

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SUMMARY

Seasoned lifeguard with more than four years of experience in a fast-paced aquatic environment. Excellent surveillance and rescue skills. Track record of achieving exceptional results in low incident reports and high patron satisfaction at the pool.

SKILLS

- communication
- respect
- cultural awareness
- time management
- CPR
- professional rescuer
- AED

EXPERIENCE

MAY 2011-
PRESENT

LIFEGUARD, *SALT RIVER PIMA MARICOPA INDIAN COMMUNITY*

- As a lifeguard for SRPMIC, my main responsibility was to ensure a safe and pleasant pool environment for patrons to enjoy. My main task is surveillance to avoid potential accidents, but my job also includes rescue and providing care when circumstances require.

EDUCATION

MAY 2103

SCHOLASTIC DIPLOMA, *MOUNTAIN VIEW HIGH SCHOOL, MESA, AZ*