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Wednesday, April 1, 2020

Joel Klipfel
President
Graduate Student Congress
University of Kentucky
Lexington, KY 40506

Dear Mr. Klipfel,

I am writing to formally express my interest in running for the Chief of Staff & Operations position as part of the 2020 – 2021 Graduate Student Congress Leadership Team. After reading the position description, I am confident that my leadership experience and communication abilities are a perfect match for this position. I would bring to this role a broad range of qualifications, including:

- **Extensive Leadership Experience:** I served as the M.A. Co-Chair and then President of the Communication Graduate Student Association (CGSA), which required extensive collaboration among the leadership team, faculty, and staff. Currently, I am the Graduate Student Congress's (GSC) Awards Committee Chair, which involves overseeing a team of 8 to evaluate travel, research, and service awards monthly.
- **Independent Event Management Experience:** In my role as President of the CGSA, I planned and oversaw our program's annual Leddin Lecture, which entailed inviting a prominent scholar in the field of communication to give a keynote presentation on campus. Also, I coordinated all travel and lodging, as well as meals, and other sessions, like a workshop and meetings with faculty and graduate students.
- **Election and Committee Coordination Experience:** As President of the CGSA, I was also responsible for organizing elections for the next year, as well as facilitating monthly meetings with a 10-person leadership team.
- **Orientation Planning Experience:** For the past 4 years, I have served as a Microteaching Leader during the Graduate School's New Graduate Student Orientation in the fall and spring. I have also provided advice to incoming graduate students as part of a graduate student panel.

I would welcome the opportunity to further discuss this position with you. If you have questions, please contact me by phone at [REDACTED] Or you can reach me by email at amanda.slone@uky.edu. Thank you again for your time and consideration.

Sincerely,

Amanda Slone

Amanda Slone, M.A.