Katherine Ann W. Holt

335 Colin Reid Pass Northwest, Christiansburg, VA 24073 | (703) 439 9704 | katherineaholt@gmail.com

December 28, 2018

The Children’s Nest Daycare and Preschool

1155 Draper Road

Blacksburg, Virginia 24060

Dear Recipient:

I am going to be graduating within May 2019 and I would be honored to start my career with your company. I believe that I would be a great asset as not only do I meet your requirements, I go above them. I have over seven years of childcare experience due to my summers spent as a Girl Scout Leader or Aid; as well as my combined two years’ worth of experience as a babysitter. I have an Associate Degree in Social Science with a specialization in Teacher Education and will soon have a Bachelors’ Degree in Liberal Studies with a minor in Psychology. During my time in NOVA Community College and Longwood University I took many courses regarding education, communication, computers, the arts, child development, and child psychology. While I currently do not have a license in First Aid & CPR, I plan to take the necessary classes very soon. Thank you for your time and I hope to hear back from you very soon.

Sincerely,

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# Education

## Associate of science | may 2016 | nova community college

* Major: Social Sciences
* Specialization: Teacher Education
* Related coursework: Human Relations, Interpersonal Relations

## b.s. liberal studies candidate | may 2019 | longwood university

* Major: Liberal Studies
* Minor: Psychology
* Related coursework: Integrated Arts Theatre, Infant and Child Development, Social Psychology

# Experience

# Paid Work:

## Concession Worker | Regal Cinemas | June 2017 – August 2017

* Assist customers by providing information and resolving their complaints. Answer customers’ questions and provide information on procedures or policies.

## Cashier | Fresh Market | october 2013 – april 2017

* Receive payment by cash, check, credit cards, vouchers, or automatic debits. Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers’ items.

# Volunteer Work:

* Received my Girl Scout Silver award in 2008 by constructing a shed for Camp Coles Trip in Stafford, VA
* Served five years as a Girl Scout leader at a Girl Scout summer camp working mostly with the younger Girl Scouts