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**Jenna Skavdahl**

555 W. Boesch Dr.  
Ripon, CA 95366  
(209) 253-6822  
jskavdahl20@icloud.com

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**Mrs. Leyva**

Vice Principal  
APEX Aspire Academy  
2410 Bellevue St.  
Stockton CA. 95206

Dear Mrs. Leyva,

Unlocking the power of words, visuals, and connections is my passion, and I'm thrilled to bring my diverse skill set to any company that needs a Director of Communications.

At Ripon High School, I served as the ASB President, one of my primary responsibilities was to keep in constant connection with the class and entire student body. I collaborated with others to get jobs done, spoke at numerous rallies, and promoted events both personally and in the face of the student body and community. I have also served as the social media manager for SCRUBS club and consistently make engaging posts for the Multicultural Club to stimulate attendance throughout events.

As I continue on to college from high school, the job possibilities will continue to open with every new class I take. With my major being communications, I am very excited about learning more to make me the most effective Director of Communications in the field.

I am readily available via email in order to arrange an interview. Please do not hesitate to contact me if you have any questions about the information provided. I appreciate your consideration and I look forward to hearing from you.

Sincerely,

**Jenna Skavdahl**