

7152 Sherwood Road
Woodbury, MN 55125
October 3, 2018

To Whom It May Concern:

I am writing to express my interest in the position posted on your website. This position not only incorporates several of the skill sets I am currently performing, but many from my previous work experiences as well. I feel placing these skills in an educational setting would be an ideal situation for both and me.

I am a 2013 graduate of Concordia University with a master's degree in Organizational Management with a Human Resources emphasis. I researched analyzed and wrote many scholarly papers within the program. I am a 2001 graduate of the Bemidji State University with a bachelor's degree in Sociology, minors in Management Information Systems and German. All of my years at Bemidji State were spent as a student and student employee in an on campus academic department. My duties included training many of the departmental student employees. Additionally, I coordinated student employee evaluations and planned and facilitated student employee meetings.

Since 2001 I have been employed as a staff member at higher education institutions. In 2001, upon college graduation, I became acclimated with dealing directly with students and the various interfaces and now am both a manager as well as a director. At Concordia I am responsible for placing all position requests, performing all first interviews, hiring selected candidates, and facilitating their several-day training process. Additionally, I manage one staff within the department as well as provide support to the student employees. I am responsible for the application and administrative materials, facilitating employee performance reviews those which also require disciplinary action, provide ongoing training to existing employees, and provide supervision.

Since 2004, I have actively striven to improve Concordia University by creating structure and consistency in both a collegiate and business environment. I wrote and distributed the first employee position manual for several positions, as well as job descriptions, policies and procedures, and training materials. A strong attention to detail and exceptional written communication skills are absolute necessities in my position.

More than fourteen years at Concordia University has provided me ample knowledge of customer satisfaction and the ability to work amiably and enthusiastically in an extremely high-stress, fast-paced environment. Additionally, I am comfortable working with, and responding to, the needs of both students, third party individuals and employees of all ages, cultures, and personalities.

My work experience has also helped me develop exceptional customer service and interpersonal communication skills. Furthermore, I am an organized, self-motivated person who possesses strong leadership and time management skills and thrives both independently and in a team environment. I am a dedicated, hard working, loyal person and I feel I would be a great asset to.

I feel that my past and present job experience, as well as my personal attributes would make me an excellent candidate for this position. I would love to meet with you to discuss this employment opportunity in more detail.

Thank you for your time and consideration. Please feel free to contact me by phone at 612-207-3741 or by e-mail at kasdingman@gmail.com.

Sincerely,
Kristi Dingman