

Kyla Heyward

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Greetings Executive Board Members,

Hope your day is going well so far! I'm greatly interested in the Chief of Staff and Budget and Finance Manager position. My qualities and passions for campus involvement and student engagement make me a qualified candidate for this role and a potential key component of your team.

As a sophomore at Morgan State University, I have experienced many campus activities while being a part of the Morganette Dance Team and a Campus Activity Board General Body Member. These organizations have taught me time management, accountability, and what it is like to be a hardworking student. I have stayed committed by being on time to events, completing my assigned tasks efficiently, and always being nearby when help is needed. Staying organized would be my main focus as times can become overwhelming and chaotic.

These are some of the skills I can bring to this position:

- **Leadership:** I've been able to exemplify my skills of leadership by keeping children organized during my time serving as a dance instructor at Michelle Ferraro's Dance USA, being a member of the hospital's internship program, and working as an assistant teacher at Fitness Fun and Games (morning and after care elementary/middle school program). Between my experiences, I had the opportunity to choreograph routines for a variety of events such as dance competitions, fundraisers, festivals, interacting with staff, children, and patients while fulfilling their needs.
- **Communication and Organization:** I've been able to develop my skills in communication when working with a small team or communicating with a patient serving as a pediatric nurse for St. Charles Hospital. I answered phone calls, attended to customers' needs, communicated clearly with patients and staff, all while updating notes, cleaning, and making sure everything was running smoothly due to staying organized and having a system of how and when to complete tasks. I had to use knowledge and social judgment while also providing the highest quality of communication skills towards others.

These are just some of the many qualifications that I can bring to the table if given the opportunity to work as an Executive Board Member. Being in these positions could help me take my previous skills to a higher level of being a successful student leader.

Thank you for your time and consideration. I hope to hear from you soon!

Sincerely,

Kyla Heyward