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09/16/2016

ASCTA  
Human Resource department  
Australian swimming  
PO Box 158, Beerwah  
Queensland, Australia 4519

To whom it may concern,

I am writing this letter to apply for an internship position with this organization for the spring semester (late January- early may). Specifically, I would like to work with the Athletic Trainers and Physiotherapists for the swim team.

I am interested in interning for this organization because I have always been interested in swimming and getting to know more about the sport. Previously I worked at a physical therapy clinic as a Rehabilitation Aide, and I also worked as an athletic training assistant during sporting events (football, basketball, tennis etc...). So dealing with injuries and rehab are nothing new to me. I am currently an undergraduate senior in Kinesiology at Auburn University, and I believe that working with this team will give me the further experience that I need.

I have worked with a number of different athletes from different parts of the world, but now I would like to expand my knowledge by traveling to a different setting and working with an elite group of specialists in the field I would like to further my education in. I believe I would be a great addition to the team because of my eagerness to learn and to be hands on with anyone who needs help.

The following document is my resume. You can better reach me by email, but I would be honored to set up a telephone meeting to work something out. Feel free to contact me on my cell phone 1-334-669-5152 or my email [sphillips5262@gmail.com](mailto:sphillips5262@gmail.com) to discuss further negotiation. Let me know if you have any questions about me or if I can provide any additional information, I will be more than happy to inform you. Thank you for your time; I look forward to hearing from you about the opportunity.

Sincerely,

Jakiedra Phillips

## JAKIEDRA SE'MONE PHILLIPS

### EDUCATION

#### SCHOOL OF KINESIOLOGY-

Bachelor's: fitness, conditioning, and performance

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### ACTIVITIES AND LEADERSHIP

#### Member of the **Key Club, Prattville Christian Academy**

- Attending meetings, organize service events, collecting donations and dues
- Learned how to serve the community and work with different charity organizations

#### Member of **Beta Club, Prattville Christian Academy**

- Maintain at least a 3.0 GPA, attend meetings, and organize community service events

#### Member of **National Honors Society, Prattville Christian Academy**

- Maintain 3.0 GPA, work on ideas to improve the school

#### **USTA (United States Tennis Association)**

#### **Drama Club**

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### SERVICE

#### **Autauga County Humane Society, Prattville, Alabama** Volunteer

- Cleaning kennels, interacting with different animals, walking dogs, bathing animals, and feeding animals
- Learned to file and alphabetize papers
- Office organization and how to give vaccinations

#### **Department of Veteran Affairs Montgomery, AL**

Volunteer

- Worked with occupational and physical therapy patients
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**EXPERIENCE**

**Rehab Associates, Prattville, Alabama**

Rehabilitation Technician

- Learned skills such as interaction and taking care of injured patients
- operating both Sports Medicine and Physical Therapy equipment

**American Red Cross**

- Canceling/scheduling appointments
  - Fundraising
  - Emergency response
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**OTHER**

**WATER POLO HOSTESS**

- Assist the water polo club in their matches

**Athletic Training assistant**

- Assist athletic trainers with athletes
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