

Kelie J

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April 1, 2007

Hiring Committee  
Airedale Community College District  
8877 Smith Street, Oldtown, DO 50022

Dear Hiring Committee:

I am applying for the Student Support Assistant position at Oldtown Community College. My 5 years working with the disability community in various capacities and in different sectors, along with years of leadership and strong administrative/clerical skills, and a desire to help others succeed make me a strong candidate for this position.

My current position as Ride Leader at Project R.I.D.E, where I help provide therapeutic horseback riding lessons for children and adults with disabilities, has well prepared me for this position. Our riders are of all ages and represent a wide variety of disabilities, from physical, developmental, neurological, to mental/emotional.

As Ride Leader, I use a variety of skills when scheduling rides, assigning a horse to a rider, and helping the rider get comfortable with and learn how to ride a horse. My role requires organization, good communication skills, flexibility, and an understanding of the rider and their strengths. These are skills and experiences that I would bring to the Student Support Assistant position.

I very much enjoy working with the disability community. I would greatly appreciate the opportunity to continue working with persons with disabilities, but this time supporting them in pursuing an education.

Thank you for considering me for the Student Support Assistant position. My resume is attached for your review. If you have any questions or need any further information, I can be reached at 021-222-3322.

I appreciate your time and consideration.

Sincerely,

Kelie J