



Shaye Pennington

323 Seven Springs Way
Brentwood, TN 37027
517-401-0056
shayenpennington@gmail.com
simplyshaye.com

September 21, 2017

Jessie,

I am writing to express my interest in the recently advertised position for an assistant. I believe I could bring valuable skills to help with the needs of your family that would make me an amazing fit for this position.

I have three years of experience as an Administrative Assistant and at this time I provide administrative support to the Division Head, Assistant Division Head, and Dean of Students at Currey Ingram Academy in Brentwood, Tennessee. On a day-to-day basis I answer phones, schedule meetings, and support faculty and students. I am responsible for coordinating and organizing various events such as our August and October ILP Conferences, Back-to-School Night, Success Assemblies, Grandparents Day, and Fine Arts Celebration. I am also responsible for organizing, formatting, and proofing the bi-weekly newsletter.

In addition, I believe I would be an excellent fit for this position because I am well-equipped in areas of social media and online platforms through formatting our online newsletter and creating my own lifestyle/advice blog. The blog was created to inspire women in areas of independence, empathy, and self-confidence. In addition, I am a Marriage and Family Therapy Intern at Trevecca Nazarene University Counseling Center one day a week. I meet with seven college age female students and offer support and healing through an authentic relationship. I have a deep love for helping women and children find their strengths and thrive in an ever changing culture.

Thank you for taking the time to consider my application, and I look forward to hearing from you.

Shaye Pennington