

Emily Gramlich
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November 30, 2015

The Honorable Nikki R. Haley
Office of the Governor
1205 Pendleton Street
Columbia, SC 29201

Dear Governor Haley,

My name is Emily Gramlich and I am inquiring about possible employment with Governor Haley. I am a graduate from Syracuse University and currently work for a New York State Senator in his District Office, where I have been working since the completion of my bachelor's degree.

I believe I would be a capable candidate for a potential job opportunity with Governor Haley because of my already established experience in a legislative office. I have been able to gain skills that I believe would be useful in the Governor's Office, such as dealing with concerns of constituents, writing correspondence and working on media related projects. A position that deals with multiple tasks simultaneously, would be an environment a candidate such as myself could handle. During my time at Syracuse University I completed two degrees as well as a minor, which required me to maintain a busy schedule. It also shows how my organizational skills could be an additional asset to your office, as well as being able to complete responsibilities in a timely manner.

It would be with much appreciation that I am notified of any employment openings with Governor Haley at your convenience. My resume is being included along with this letter of interest. I am willing to provide additional information if requested. Thank you for your consideration and I look forward to hearing from you.

Thank you,

A handwritten signature in cursive script, appearing to read "Emily Gramlich".

Emily Gramlich

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WORK EXPERIENCE

New York State Senate, Senator Michael Nozzolio, 54th District, Seneca Falls, NY

Communications Assistant (August 2015-present)

- Coordinated key events for the Senator with fellow staff members.
- Communicate with constituents using writing, speech and multimedia skills.
- Digitally secured over thirty years of career history for the Senator.

Early Education & Child Care Center, Syracuse, NY

Student Assistant (August 2012-May 2015)

- Monitor the children in all activities, responsible for the safety of the children.
- Provided assistance to the teachers when needed.

EDUCATION

- **Syracuse University, College of Arts and Sciences, Maxwell School of Citizenship and Public Affairs, Syracuse, NY, May 2015**
- Bachelor of Arts, Political Science and United States History; Economics minor-Cum Laude.

INTERNSHIP EXPERIENCE

CenterState Corporation for Economic Opportunity, Syracuse, NY

Intern for VP of Public Policy and Government Relations (September 2014- December 2014)

- Researched and reported on several projects and issues that impact the business community and that were discussed by policy officials, such as municipal broadband for the city, "Ban the Box," and the Martin Act.

Monroe County District Attorney's Office, Rochester, NY

Intern (May 2014-August 2014)

- Assisted Assistant District Attorney's in Rochester City Court, to prepare for court, which included paperwork for each case on trial. Observing city court daily operations.

New York Representative Ann Marie Buerkle Campaign, Syracuse, NY

(October 2012- November 2012)

- Participated in contacting members of the community and going door to door in Syracuse area to educate on the platform for the re-election of Representative Buerkle.

LEADERSHIP EXPERIENCE

College Republicans at Syracuse University, Syracuse University (Fall 2012- Spring 2015)

- Involved in Public Relations of the Steven Forbes event on campus.
- Discussed current events and political news with the organization.

Alpha Phi Omega Service Fraternity, Syracuse University (Spring 2012- Spring 2015)

- Chaired a project through APO within the Syracuse community, responsible for setting it up for our fraternity members to participate in.
- Taught a class on fingerprinting to a local Boy Scout group in order for them to earn a Boy Scout badge

Syracuse University Swim Club (Fall 2011- Spring 2015)