

March 12, 2014

Governor Nikki Haley
State House, 1st Floor
1205 Pendleton Street
Columbia, SC 29201

Dear Governor Haley,

I am currently a student at the University of South Carolina in Columbia majoring in business, and I will be a junior after this spring semester. This summer I plan on taking 15 hours of classes and am looking for a part time job that can start immediately. If you know of any opportunities where I can work with you in any capacity, please let me know. I will be back in Columbia next week and can meet with you at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Goss". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Mary Goss
1650 Bridle Court
York, SC 29745

(803)984-4317

Mary Goss

mgoss@email.sc.edu

Current Address:

902 Barnwell Street Columbia, SC 29225

Phone: (803) 984-4317

Permanent Address:

1650 Bridle Ct. York, SC 29745

Education

University of South Carolina

2014-2018

- Bachelor of Science in Business Administration

Experience

Chick-Fil-A

December 2012-August 2014

- Team Member:

My responsibilities included taking orders, preparing food, assisting customers, helping train new team members, and performing any chores necessary.

- Customer service was a necessity for this position and I received a Customer Service award after being employed for six-months.

AAA City Plumbing

May 2013-August 2013

- Receptionist:

This was a summer job where I answered phones, filed paperwork, and cleaned the office.

- Customer service was also a necessity for this position as I dealt with difficult customers often and worked to resolve their issues.

References

- Michelle Kelly (803) 554-4103
General Manager at Chick-Fil-A
- Ginger Hill (803) 984-2579
Marketing Teacher/DECA Advisor
- Dean Inkelaar (803) 230-2994
Owner of AAA City Plumbing