Samantha Dugan



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Merrick, NY 11566

(516) 273-5830

samanthadugan26@gmail.com

September 14, 2020

To Whom it may concern,

I am writing about potentially securing an internship with you to help me fulfill my requirements for my senior experience class at John F. Kennedy High School. I’m eager to have an internship where I can gain experience and work in a professional environment as I move forwards towards college.

Going into college, I’m considering pursuing law post-graduation. Both my Aunt and Uncle are attorneys, and my cousin is studying law at Hofstra. Having family in this field has sparked interest in me to pursue being an attorney as well. I would like to work in an environment where I can see first hand how attorneys prepare for cases and work with clients. I want to also experience first hand how professional environments operate as I feel it will prepare me for potential future positions and responsibilities.

Attached is my resume, which goes into more detail about my experiences and qualifications. I’d like to set up an appointment with you to review my resume and talk about potential internship possibilities. My contact information is as stated above. I look forward to speaking with you soon!

Sincerely,

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# **Skills**

Experience working with young children. Easily adapt to new environments and pick up new skills quickly. Understand conversational Italian and can speak it as well. Technologically Savvy. Communicates well and also is responsible/ tentative when given tasks.

# **Experience**

## June 2020 - Present

### **Jordan Lobster Farms, Island Park, NY** *- Register Worker*

* Interface directly with the public, which improved my social and public speaking skills.
* Manage and maintain proper balances in the cash register.

## June 2016 - August 2019

### **Twin Oaks Day Camp, Freeport, NY** *- Counselor*

* Responsible for the well-being and safety of children aged 2-7 years old.
* Coordinated daily schedules of activity to assigned campers.
* Cultivated effective relationships with campers and other camp counselors by utilizing active listening and dynamic interpersonal skills.
* Interacted with parents in a professional manner.

## 2016- Present

### **Babysitting, Various families in Bellmore/Merrick Area** *- Babysitter*

* Responsible for the health, well-being, and nutrition of children aged 6 months- 9 years old.
* Communication skills created while keeping in touch with the parents.
* Learned to work well in chaotic situations.

# **Education**

## September 2017 - Expected Graduation: June 2021

### **John F. Kennedy High School, Bellmore, NY** *- High School Diploma*

Multiple honors and AP courses such as AP psychology, AP Language, College Italian, and College PreCalculus. Took Biology, Chemistry, as well as Physics. Member of the Cheerleading team 4 years in a row.

**Awards**

National English Honors Society Inductee.