

AMY J. DUMLAO
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Dear Employer,

As my resume details, I have worked with several professors at the University of Virginia in a variety of circumstances. In my internships with Julian Bond and Aniko Bodroghkozy, I committed myself to improving their classroom environment by integrating web technologies into their coursework. Over a period of two years, I proved instrumental to the production of *The Hedgehog Review*, a tri-semester academic journal, as the editorial assistant. Furthermore, through these opportunities I collaborated with a plethora of university faculty and staff members.

I am a creative, problem solving, people person who is detail oriented, highly organized, and professional. I firmly believe in dedication, integrity, and hard work and am a dependable, trustworthy, and resourceful team player. I can handle many tasks at once, work independently, and quickly learn new skills. Leadership, applying sound judgment, and executing important decisions under pressure are qualities I could contribute. I also have very strong computer skills in database management and web site development.

I believe my gifts and experience could be a valuable asset to your staff and would greatly appreciate the opportunity to meet or speak with you. I may be reached by phone, (617) 935-6589 or by email, amydumlao@hotmail.com. Thank you for your time and consideration.

Warm regards,

Amy J. Dumlao