**Verna Taylor-Myers**

718-909-2030 E-mail: [veannmarie@yahoo.com](mailto:veannmarie@yahoo.com)

March 2, 2020

Dear Sir/Madam,

I am a senior at New York City College of Technology studying Communication Design. I am writing to apply for a job as an intern in your organization.

I am a positive and self-motivated person who understands the importance of excellent work ethics, the value of team work and great attention to details. I am applying for this job because I am confident that the knowledge I have gained so far make me a good fit for the position. I am very organized, has an excellent command of the English language and great communication skills.

I possess the following skills, qualities and attributes that will be beneficial to the role which are my ability to work hard as a part of a team to achieves the company goals, a desire to progressively develop in the role so I can continue to be an asset to the company. I am willing to take on all task with a positive work attitude. I am honest, reliable, able to follow rules and procedures and will always approach my work with a high level of professionalism.

I fully appreciate that you need to employ someone who can work as a part of the team and carry out the daily task and objectives you need to achieve. I strongly believe that I am the best candidate for the job and would very much appreciate an interview with you. My contact information is 718-909-2030 or [veannmarie@yahoo.com](mailto:veannmarie@yahoo.com).

Yours Faithfully,

Verna A Taylor-Myers

**Verna Taylor-Myers**

718-909-2030 e-mail: veannmarie@yahoo.com

**EDUCATION:**

**New York City College of Technology, CUNY Brooklyn, NY**

Bachelor of Fine Arts in Communication Design Expected Gradation 2021

Associate of Applied Science degree in Communication Design Gradated 2019

National Society of Collegiate Scholars Spring 2016

National Society of Leadership and Success Spring 2016

**Brooklyn College, CUNY Brooklyn, NY**

Certificate in Paralegal Studies Fall 2007

**PROFESSIONAL EXPERIENCE:**

**The Research Foundation/City University of New York, NY Brooklyn NY**

*Member, CUNY Service Corp Program* 2018 - 2019

* Secured a competitive position with CUNY-wide initiative that promote service learning and provides placement opportunity at community and government agencies
* Complete a two-week intensive training program focusing on civic engagement and workplace readiness
* Attend monthly professional development workshops and meetings as well as campus university-wide events to increase workplace and active citizenship

**New York City Urban Debate League** **New York, NY**

*Communication Intern* 2018 - 2019

* Worked 12hrs weekly at the NYC Urban Debate League
* Assists with debate tournaments for over 600 students in the five boroughs
* Communicate and coordinate between parents, students and staff members
* Give feedback and recommendation to management

**American Legion** **Dorie Miller Post 213** **Brooklyn, NY**

*Former 1st Vice President/Women’s Auxiliary* 2013 - 2015

* Direct military families to the resources to improve their quality of life, and plan recreational activities and fund raisers
* Prepare and summit reports to President

**Community Concerns Network Inc. Brooklyn, NY**

*Board of Director/Event Coordinator* 2001-2006

* Organized seminars to address topics such as immigration, guns domestic violence and HIV/AIDS. I also assisted with food and clothing drive to help the less fortunate
* Organized annual Unity Walk to promote peace and foster better relationships between police and community as well as participating in NYPD 71st Precinct for Annual Christmas Toy Drive at Kings County Hospital

Verna Taylor-Myers, 718-909-2030 Page 2 of 2

**RECOGNITION AND AWARDS:**

* Brooklyn Salute Awards for Outstanding Service to our Community 2006
* Citation for Community Service: Hon. Yvette Clark, City Council 2004
* Citation for Community Service: Hon. Dr. Kendall Stewart, City Council 2004
* Certificate of Merit for Community Service from Assemblyman Hon. Nick Perry2004

**ADDITONAL SKILLS:**

* Author children’s book entitled “Burpy Becky and the School Yard Bully”
* Proficient in Microsoft Office Suite: Word, Excel, Access, Publisher and PowerPoint
* Excellent oral and written community skills
* Excellent time management skills
* Social media platforms: Twitter, Instagram and Blog Post

**Verna Taylor-Myers,**

718-909-2030 e-mail: veannmarie@yahoo.com

**REFERENCES**

Erik Fogel

New York City Urban Debate League

25 Broadway, New York, NY 10004

917-455-1079

Pastor Joyce Lee, Vice President

Community Concerns Network Inc.,

323 East 53rd Street, Brooklyn NY 11203

Tel: 347-446-0607

Jaunell Todd, co-worker

203 Utica Avenue, Brooklyn, NY

347-599-4921