

August 30, 2005

Planned Parenthood of Wisconsin, Inc.  
c/o Human Resources

To the Department of Human Resources,

I am writing to you in regards to the opening for a Patient Services Assistant posted on your website. Attached to this email please find my resume, which I believe reveals not only my skills and accomplishments, but also my fit with the mission and goals of Planned Parenthood as an organization promoting reproductive health and the rights of women.

I am a recent graduate of Michigan State University and my major was Professional Writing with an emphasis in Communities and Cultures. This field of study prepares students to work from a rhetorical perspective as writers of grants, proposals, and various other documents within nonprofit and governmental organizations. I have experience with editing and document design, and I also have a extensive experience with the Microsoft office programs. I have a specialization in Women, Gender, and Social Justice. My studies in this field have allowed me to study these social and cultural issues critically and explore ideas for social change. I have also recently finished an internship with MARAL Pro-Choice Michigan where I was an intern in the Development Department with some experience in organizing. While an intern, I helped create several documents that were distributed throughout the pro-choice community including pamphlets, invitations, and donor request letters. I also participated in the distribution of several mass mailings and assisted with clerical work such as data entry and the maintenance of the database. With this uniquely focused knowledge and experience that I have acquired throughout my three years at MSU, I am capable of providing Planned Parenthood with strong communication and writing skills from a feminist perspective, which I believe makes me a perfect candidate to work for an organization such as Planned Parenthood.

I have also been an active member, program coordinator, and president of MSU's Sexual Assault Crisis Center. This opportunity has allowed me to become more involved in the community through grassroots organizing and has also helped me to learn first-hand about sexual assault, discrimination, the importance of confidentiality, and other specific issues facing women across all social backgrounds of our society.

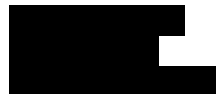
While a student at MSU, I also held two jobs as a receptionist for University Housing and as a research assistant for the College of Nursing. I started as a receptionist my freshman year and continued until I left Michigan State. This position was a long standing job and provided me with a strong sense of stability and responsibility while trying to sustain my studies.

I hope that this information is of interest to you, and I hope I have successfully conveyed what I believe I can offer to Planned Parenthood's mission. I am a highly organized and strongly motivated person, and I look forward to the chance to continue my community involvement through a position with Planned Parenthood. Please feel free to contact me with any questions or concerns that you might have about the attached material.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Elizabeth Fales

A black rectangular redaction box covering the signature area, likely obscuring a phone number or email address.