

Dear City Hall Personnel Office,

I would like to apply for your Assistant Clerk of Committees position. I am a geology graduate with an interest in politics and local government. In my hometown, I have attended meetings and seen how committed groups of people make things happen, and I would love the chance to work with people like that in Somerville. Please consider my application.

I understand you are seeking someone with excellent note-taking and writing skills. I have these skills and experience using them to provide services to my community. For three years in college, I was a member of a community house that held substance-free themed events every weekend and provided a welcoming space for anyone on campus. We met twice weekly to plan events and discuss house business. As a result, I am comfortable taking minutes during meetings, coordinating schedules, and working with others on projects. I am also a firm believer in organization. As an assistant clerk, I would make sure minutes and other files I create are clear, accurate, and easy to find.

I also have some experience with the Park Service, something that honed my customer service skills and gave me insights into governmental processes. As a Park Ranger at the Sandy Hook unit of Gateway National Recreation Area in NJ, I work with other seasonals to manage campground and ferry operations. I address people with respect in every situation, and use my knowledge of the park to enrich visitors' experiences. Where I cannot help a visitor, I take the time to find the right person to send them to. I have also taken various trainings, including FISSA, and know to treat sensitive information with care.

The City Council clearly works hard to improve Somerville and make it more equitable for all its residents. I would be honored for the chance to support the Council as an Assistant Clerk. Thank you for your consideration.

Best,



Stephanie Widzowski
Haverford College '19
Geology and Environmental Studies

