

# Sarah Smith

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Pamela Dokis, *Director of Training*  
**Navajo Nation Gaming Enterprise**  
PO Box 22220  
Flagstaff, AZ 86002

To Pamela Dokis:

I am applying for the Summer Internship position. I was very excited to learn about this opportunity since the Navajo Nation Gaming Enterprise has provided over one thousand jobs and collaborated with tribal programs to invest in community improvement. I would love to offer my organizational and leadership skills to a company who excels in developing a growing economy and strong ambassadors for the Navajo Nation.

My depth of organizational experience has given me practice to be efficient and communicative in program management. I became proficient in a coordinating role having one and half years at the Environmental Education Outreach Program at Northern Arizona University. I completed tasks regularly using Microsoft Office Suite. I practiced compiling survey data, coordinating tasks with coworkers, and corresponding with school representatives. I also had the opportunity to perform organizational tasks in a more dynamic setting when I worked as a Logistics Intern for the White Earth Land Recovery Program for 3 months. This experience cultivated my ability to communicate professionally by contacting speakers and vendors, writing descriptions for the event literature to be distributed to all event attendees, all the while adjusting to a frigid winter on a rural Ojibwe reservation in Minnesota. This experience has given me the adaptability and preparation required for a fast-paced work environment at Navajo Nation Gaming Enterprise.

Further, I have developed skillful research and data analysis proficiencies through my experience with Action Research coursework. I worked with a team to create a survey, facilitate focus groups, complete observational research, and perform an academic review of our topic of College Student's Perception of Local Foods. Our project surveyed over one hundred students, analyzed over 20 research articles, and prepared a formal report that was presented to community partners. This experience managing a professional research project will help me with data analysis, team work, and community-interactive tasks at NNGE.

I believe my skills, educational achievements, related coursework, career-related experience, and diverse leadership experience would be a great fit for this internship and I would like the opportunity to discuss how I can contribute my skills as a future service-oriented professional. Thank you for your time and consideration, I look forward to your response.

Sincerely,

*Sarah Smith*

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