



ASHIA GASKIN GORDON

CHIEF DESIGN OFFICER (CDO)



631-474-2723



agasking@millerplace.k12.ny.
us



86 Sweetgum Lane., Miller
Place

TO:

Thomas Fank
VE Teacher

Miller Place High School

DEAR MR. FANK

My name is Ashia Gaskin Gordon, and I've heard from others in the company that you have an open job as Chief Design Officer for your up-and-coming firm. I'm contacting you to express my interest in this role as I believe I have the qualifications and the skill set to fulfill the role needed.

My achievements not only include having academic merit such as continuous high honor roll awards plus completing advanced coursework like AP, honor and dual enrollment courses to earn college credits, but also getting involved in extracurricular clubs as well as Track & Field. I additionally upheld leadership roles in several organizations, including but not limited to being secretary for a school organization Students Against Destructive Decisions (SADD) & head makeup designer for a local school musical. Outside of school involved activities. Furthermore, I have skills in computer design, communication, negotiation, creativity, etc.....

Overall I believe with confidence that I fit this job but moreover would excel & achieve above your expectations if given the opportunity to be CDO. The skills I have gradually acquired & honed over the years on top of the experience I have in various fields will show in my future work. I appreciate your time.

Sincerely,

Ashia Gaskin Gordon

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