

JOSHUA JOHNS

May 6, 2015

Contact Info:

280 Merrydale Rd. Apt # 15
San Rafael, Ca. 94903
(936)-689-4936

Dear Hiring Manager,

My full name is Joshua Paul Johns, I'm the youngest of five children and was born and raised in the small town of Montgomery Texas. I'm a recent business graduate from Dominican University and am currently working my way through their graduate, MBA program. This letter is intended for the sole purpose of expressing my interest in joining your team and contributing to the success of your organization. I have a variety of work experience and am confident in my abilities to adapt, overcome, and learn from any given situation. My motivation for knowledge, wisdom and understanding keeps me constantly striving for excellence in all areas of performances and professionalism.

The enclosed resume briefly indicates my background, prior experience, and provides you with a relevant overview of my most recent positions. I wish to build on past performance, set and achieve goals while helping as many people as I can along the way. My main goal is to give 110% in everything I do in life. Never retreat, never surrender and until the day I cease to breathe, I will always do my best to do what is right and live my life in accordance with the will of God. I consider myself to be a mature and responsible individual with the potential and discipline necessary to excel and be successful.

I enjoy the outdoors, working with my hands and believe in being independent, self-sufficient and self-sustained. I'd like to someday invent something and set myself up to be in a better position to make a difference. As a philanthropist, my desire is to give back to the community and help young people grow by motivating them to educate themselves, think critically, and ask questions. I am a member of the NRA and fully support the Second Amendment and the U.S. Constitution.

At this point in my career I am always ready to take on new challenges and opportunities. I am very anxious to exercise the training I have received and put the skills and qualifications I have accumulated to good use in providing excellent service. In this regard, I greatly appreciate your time and consideration in giving me the opportunity to meet with you and discuss the possibility of joining your team. Thank you.

Sincerely,

Joshua Paul Johns
Email: joshua.johns@students.dominican.edu

Joshua Johns

280 Merrydale Rd. Apt#15 San Rafael, Ca. 949003 (936)-689-4936, joshua.johns@students.dominican.edu

Education:

Dominican University of California, San Rafael, CA.

- MBA Business Administration Graduation Date: August of (2015)
- Bachelor of Arts: Business Administration (2014)
 - * Concentration: Business Management

Lone Star Community College, Montgomery, TX.

- Associate of Arts: Business Administration (2010)

Experience:

(USMC) Manpower & Reserve Affairs, Quantico, Va. (2005-2007)

- Responsible for Organization of Personal Correspondence
- Management of Data Files and Important Documentation
- Obtained & Demonstrated Computer Literacy Proficiency

Kirk Homes, Madisonville, TX. (2010-2011)

- Private Contractor / Worker
- Carpentry and Welding
- Architectural Design and structural Engineering
- Basic Mechanics, Electrical Work & Plumbing

Murphy Shipping & Commercial Services, Houston, Tx. (2011-2012)

- Transportation and Logistics
- Administration, Airways Bills and Accounting
- Coordinated and scheduled pick-ups and delivery of oilfield drilling equipment freight

Marin History Museum, San Rafael, Ca. (2013-Present)

- Administrative Assistant & Staff Member
- Historical Artifacts Collections Facility Coordinator
- Fundraising, Membership Database Management, Organization and Planning

Skills:

- Basic Mechanics, Carpentry, Plumbing, Electrical Work and Welding
- MOS (Military Occupational Specialty): 0151 Legal Administration
- 2008 Honorable Discharge, USMC
- Certified Open Water Diver
- Qualified Lifeguard

Military Service: **USMC Pay Grade: E-4 / Corporal**

Awards:

- Good Conduct Medal, Global War on Terrorism Service Medal, National Defense Service Medal, Navy Unit Citation, Meritorious Mast, CERCOM
- Rifle Expert