**Objective**

To be a motivated and resourceful employee and provide exceptional customer service

**Education**

*University of North Carolina Wilmington*

Graduating May 2012

English

**Experience**

* Organized 100 students in the Distributive Education Clubs of America (DECA) for competitions in the marketing field
* Dedicated 1 year to arrange all documentation for our school to participate in the national program

**Employment**

Café Brava, Wilmington NC August 2009- Present

Server

* Maintain daily operations
* Serve and greet customers

ACE Contracting, Helmetta NJ September 2007- 2009

Secretary

* Organized files, client sheets, and daily office functions
* Contacted clients
* Systematize estimates and bills

**Relevant Course Work**

Introduction to Professional Writing

* Learned the skills for basic professional and technical writing

Introduction to Literary Studies

* Directed in the detailed process of writing and revision

Structure of the English Language

* Guided in identifying issues connected with language
* Illustrated evolving systems of communication

**Technology/ Software Skills**

Proficient in all Microsoft Office programs

March 2, 2011

Maccam Law Group

Teresa Tadros, Esquire

Managing Attorney

(202) 455- 6079

1301 Pennsylvania Avenue SE

Washington, DC 20003

Dear Ms. Tadros:

My name is Dina Catenacci and I am currently a Professional Writing major at the University of North Carolina Wilmington. During my college career, I have obtained skills to succeed at the Maccam Law Group.

I have gained strong writing skills, experience in Microsoft Office programs, and proofreading and editing skills. It would be an honor to work at the Maccam Law Group because this law firm specializes in many different areas of law, all the employees are recognized for community service and pro bono work, and provide premium service without losing sight of client’s pocket books. The Maccam Law Group would be a perfect fit for me because I have worked very closely with my community and am interested in being a part of the Maccam Law Group.

It is very important for me to gain experience in a law group atmosphere and provide Maccam Law Group with innovative ideas. I look forward to being in contact with you. Thank you for your time and consideration.

Sincerely,

Dina Catenacci