

JANUARY 30TH, 2022

Access New York Group
230 Park Ave,
New York, NY
10169

Alana John
42 Sunflower Ridge Rd
South Setauket, NY
11720

DEAR HUMAN RESOURCES DEPARTMENT,

I'm Alana John, a matriculated freshman at CCNY and an avid reader, writer, and learner. I'm honored to be applying for the position of Editorial Intern at Bookstr. The literary community is vast, with appreciations for genres ranging from romance to biography and it has taken new form in the advent of spaces like BookTok, but there is an undeniably strong sense of charm and nostalgia in traditional sites like Bookstr. The literary community originally thrived on blog posts, listicles, news stories, and opinion pieces, and their foundation is what the success of authors, writers, journalists, and reader lie on today.

This position directly aligns with my values, experience, and excitement in the field of literature and publishing. While I have experience in a range of fields, like politics, grassroots organizing, international relations, healthcare, and sales, I am a reader and writer at heart. Poetry is at the core of everything I do, and I have used that love of creative writing to do what seems like the mission at Bookstr: share information with the world. At Done Waiting, I was in charge of writing, editing, and sending emails that contained self-written articles on policy, community, and humanity. My words reached over 13,000 people, allowing for greater traffic on the website of my organization as well as increased donations. In high school, I also wrote articles for my school newspaper, the Ward Melville Kaleidoscope (feel free to search "Alana John Kaleidoscope" to see some of my work). I'm punctual with deadlines and I always submit pieces that best reflect my capability. It would feel like coming home to be able to finally write about my absolute favorite thing to do: reading.

I have attached my resume, as well as a writing sample as requested. Instead of sending an email or article from Done Waiting, my school newspaper, or my personal creative writing, I decided to include an essay I wrote for my Composition class this past Fall semester. It focuses on one of my favorite novels, *The Brief Wondrous Life of Oscar Wao*, and I believe it is an accurate representation of an aspect of my writing style as well as an example of how I can apply a critical lens while reading.

I deeply thank you for this opportunity and I hope to hear back from you soon. Please feel free to contact me at either (631) 994-5640 or at alana.m.john@gmail.com.

SINCERELY,

A handwritten signature in black ink that reads "Alana John". The signature is written in a cursive, flowing style.

ALANA JOHN

ALANA JOHN

CONTACT

📞 (631) 994-5640

✉️ alana.m.john@gmail.com

📍 West Harlem, NY and
South Setauket, NY

EDUCATION

*Pursuing Bachelor's in Science in
Biomedical Sciences*

Sophie Davis School of Biomedical Science

2022 - expected 2029 GPA 3.62

Medical school housed at the City
College of New York

Relevant Coursework

Creative Expression, Composition
for Cre. Ex, Writing for the Sciences

High School Honor's Diploma

Ward Melville Senior High School

2019-2022 GPA 4.1

A public high school in East
Setauket, NY

Relevant Coursework

Intro to Publication H, AP
Literature and Composition, AP
Language and Composition

QUALIFICATIONS

Key Skills: Team leadership,
writing, communication, email
marketing, customer service

Certifications and Knowledge:

CPR/BLS, Photovoice Research

Applications: Google Workplace,
Microsoft Outlook, Canva,
Constant Contact, Sender, and
CureMD

Languages: Fluent in English,
proficient in French, can speak in
Malayalam

PROFILE

Leader, writer, reader, and learner interested in fostering
community outreach and serving the underserved.

WORK EXPERIENCE

Public Relations Manager

New Moon

June 2020 - July 2022

- Sent hundreds of emails to schools, teachers, and possible presentation sites to garner work and community outreach
- Set up multiple events across Long Island to teach elementary school children about astronomy

Restaurant Hostess

Chili's

June 2021 - Oct 2021

Ensured order, cleanliness, and efficiency during meal shifts.

Performed tasks swiftly and thoroughly. Dependable, punctual, and hardworking

- Acted as a team player, helping waiters bus and clean tables during all shifts

Head of Email Marketing

Done Waiting

Aug 2020 - Sep 2021

Wrote and sent emails to 13,000+ people, conducted external correspondence with members nationwide, and helped oversee 400+ members. Directly influenced the growth of existing organization funders by developing good rapport, propagating information, and swiftly answering queries.

- Researched and conveyed policies effectively

Sales Associate

Journey's Kidz

Mar 2021 - Aug 2021

Successful in customer satisfaction, sales, and efficiency.

Routinely worked with children, earned stellar customer reviews, and went above and beyond expectations.

- Significantly increased sales to over 120% of the store goal every day worked

Phone Banker

Solomon Rajput for U.S. Congress

Mar 2020 - Aug 2020

Member of the largest American political campaign in history.

Worked for a candidate for the U.S. Congress in Michigan's 12th Congressional District.

- Called voters for 12-14 hrs/week, gathering hundreds of emails, answering questions and directing customers to different local and national resources
- Garnered many donations and emails from voters

ALANA JOHN

NOTABLE HONORS

- 2022 Senior English Award in Poetry and Creative Writing
- Silver Key from the Regional 2021 Scholastic Art & Writing Awards
- Superior Writing Award from the National Council of Teachers of English (NCTE)
- 2019 Y's President's Exceptional Award
- 2019 President's Education Award for Outstanding Academic Excellence
- 2019 R.C. Murphy Outstanding Achievement in English Award

MEMBERSHIP

- *Biomedical Asian Health Coalition*: 2022 - Present
- *Y's Service Club*: 2015 - Present
- *Mar Gregorios Orthodox Christian Youth Movement*: 2017 - Present
- *Setauket Fire Department Junior Explorers*: 2020 - 2022
- *New Moon*: 2020 - 2022
- *Cinnabar Literary Magazine*: 2019 - 2022
- *French National Honor Society*: 2019 - 2022
- *Tri-Musical Honor Society*: 2019 - 2022
- *Chamber Ensemble*: 2018 - 2022
- *National Honor Society*: 2018 - 2022

EXTRACURRICULAR ACTIVITIES

Freshman Representative

Biomedical Asian Health Coalition Oct 2022 - Present

Plans community bonding events, such as the BAHC Annual Sports Night. Designs and promotes the sale of merchandise. Actively contributes to meetings, communicates with officers, membership, and other institutions to resolve scheduling conflicts and improve morale.

Setauket Fire Department Junior Explorers

Setauket Fire Department Sep 2020 - June 2022

Practiced and learned firefighting and EMT skills including charging hoses, CPR, dispatch tones, search and rescue, and rope techniques. Volunteered to participate in parades, start food drives, and teach the community.

Regional Youth Representative

Y's Men International July 2019 - Oct 2022

Corresponded with other youth representatives from South Korea, India, Denmark, Latin America, etc. Led meetings and reached out to the community to set up service opportunities for students, make speeches at meetings, and garnered greater youth participation.

- Organized student-led environmental awareness campaigns, astronomy nights, and park clean-ups involving participants across three NY counties
- Gave speeches on a regional level and adjudicated fundraisers
- Wrote and designed monthly bulletins sharing club happenings and articles

Literary Magazine President

WM Cinnabar Literary Magazine Sep 2019 - June 2022

Edited stories and poetry for members weekly, planned and led meetings, and directed the vision of the magazine.

- Worked alongside the editors to create a unique perspective within the magazine
- Created contests and prizes to encourage students to submit
- Raised hundreds of dollars for the publication

Shadowing Dr. Shilpee Ferdousi

Dr. Shilpee Ferdousi in Patchouge, NY June 2021 - Sep 2021

Took patient's vitals, learned medical terminology, inputted information into the CureMD system, and made medical connections under the supervision of a doctor. Went weekly during school breaks.