

15479 Goldfinch Circle,
Westlake, FL 33470
June 23, 2020

Zoie Burgess, City Clerk
4001 Seminole Pratt Whitney Road
Westlake, FL 33470

RE: Education & Youth Advisory Board

Dear City Clerk Burgess,

My name is Melissa Williams and I am applying to be a member on the Education and Youth Advisory Board. I have lived in Palm Beach County all my life and have attended the schools in our county. My experiences as a student here, as well as my education as a social worker are the reasons I am an excellent candidate for this position.

As a social worker and long-time resident, it is important to me to be an advocate for students, parents, teachers and administrative staff in my community. If I am selected, I plan to create opportunities and empower students to reach their full potentials and achieve their goals. I would also like to work with the school board to create new programs or enhance those already in place to further prepare our students for future success. I feel that teachers and administrative staff are often under recognized and I would like be a part of the driving force in our community that gives them the recognition and advocacy they deserve.

Attached you will find my resume which shows my work, education, and training experiences. I recognize that it is a requirement that I am a resident of Westlake to be considered for this position; however, my home is in the process of being built and is scheduled to be finished in early November 2020. I will be a resident in for short months and this work is incredibly important to me.

Thank you for your consideration.

Sincerely,

Melissa Williams