JOELLE CAMPION

ADMINISTRATIVE ASSISTANT III

775-687-6563 | jcampion@parole.nv.gov | Carson City, NV |

08, July 2025
Kathi Baker
Executive Director/Nevada Board of Parole Commissioners
Carson City, NV, 89706

Dear Ms. Baker,

I was delighted to see the position of Executive Secretary open on June 26th, 2025, as it is the role that I have strived towards in my career, I look forward to the prospect of applying the skills that I have acquired with the Board since May of 2023. It's an opportunity to show my experience working in the Parole hearing process to better assist the Commissioners.

In addition to my two years of experience working with the board, I would provide an organized, personable, and proven ability to pay attention to detail. I have developed strong customer service skills so that I would be quite adept at any inquiries that may come my way, both in person and over the phone.

I am very eager to utilize my skills to contribute to the Board's success. I am confident that I will be a strong asset in leadership and professionalism.

Thank you for your time and consideration. I look forward to hearing back from you soon.

Kind regards,
Joelle Campion