

Michael T. Christy
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Town of Chilmark
P.O. Box 119
Chilmark, MA 02535

September 16, 2010

Dear Mr. Carroll,

I would like to apply for the position of Administrative Assistant in the Town of Chilmark.

I am well qualified to be Administrative Assistant to the Personnel because of my current work experience doing this job over the past four months. I had little experience with the Personnel Board before May of this year, but I have enjoyed working with the members during this time.

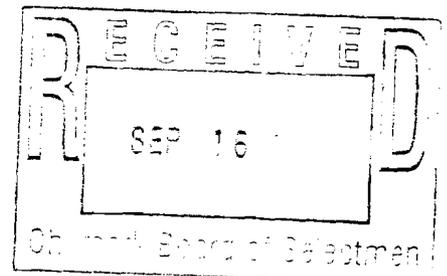
I am confident that I would continue to do an excellent job for the Personnel Board and I would be very pleased to contribute my organizational skills, my thick skin, my good humor and my energetic work ethic. I am certain that I would be a good choice.

My resume and application are enclosed. Thank you!

Sincerely,



Michael T. Christy



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◆ **Education**

1983-1988 Franklin & Marshall College, Lancaster, PA
BA in Fine Arts/ Painting Intensive

1986-1987 School of Visual Arts, New York, NY
Studio Art Intensive- Painting, Screenprinting and Lithography

1980-1983 Woodberry Forest School, Orange, VA

◆ **Experience**

2009- present Chilmark Town Hall, Administrative Assistant
Planning Board, Affordable Housing Committee, Historical Commission,
Personnel Board(temp), DCR/HA representative

2005-2008 The Granary Gallery, West Tisbury
Sales, Shipping, graphics, employee program coordination

2004-2005 Mansion House Health Club
Health Club Manager

2003-present HowlingBird Studios, screenprinting studio
Printer/ Print coordinator/Graphic Artist

2003-2004 The Gallery
Manager/Web Designer

1988-2002 Marianne's Screenprinting & Graphics, Vineyard Haven, MA
Manager/ Owner
Printer, graphics, advertising, web

2001-05 Tisbury Inn Health Club
Certified Spin Instructor/ Personal Trainer

◆ **Extra Curricular**

2010 Chilmark Representative on Dukes County Regional Housing Authority

2007 NETTS triathlon series Champion 40-45 age group

2006 Triathlete

9th Overall Tupper Lake Sprint

12th Overall NETTS Hvannis Sprint II

2nd Overall Vineyard Haven Library 5K/ 1st age group

4th Overall Columbus Day 5K, Oak Bluffs 1st age group

2004 Triathlete

Ranked 5th Overall Audi Allroad Series/Ranked 5th Overall Elite/Pro NETTS Series

1988 Div. III Mid-Atlantic Cross-Country Championships- 13th Overall

1986 Div. III Mid-Atlantic Track Championships, 4 x 800 meter record