

Jeremy Jones

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Dear Hiring Manager,

As someone deeply passionate about both environmental justice and creating inclusive spaces, I'm excited to apply for the Recruitment Coordinator position at the Seattle Aquarium. With a background in communications and environmental studies alongside direct experience in recruitment, labor organizing, and human resources, I'm eager to bring this trifecta of perspectives into a team that shares my values. Your commitment to building an inclusive community centered on sustainability, learning, and constant improvement reflects exactly why I chose to pursue this career path.

Hands-On Recruitment and HR Experience: During my time as Vice President of Membership Recruitment for my sorority, I led inclusive recruitment efforts that brought in a more diverse group of new members and reshaped how we communicated our values. Beyond designing outreach materials and planning events, I came to understand how much more I could learn about people when I made it a point to emphasize community, accessibility, and authenticity in my recruitment practices. Additionally, as an intern with the UW's HR department, I gained valuable experience supporting staff onboarding, managing confidential applicant data, and observing how cross-departmental collaboration can lead to more equitable hiring. These experiences gave me a strong foundation in applicant tracking systems, candidate communication, and recruitment logistics.

Rooted in Equity, Passionate About People: While completing my BA in Communications at the UW, I explored how people, systems, and narratives intersect. During my Building a Movement labor internship, I enjoyed collaborating with labor organizers and community partners to support fair labor practices and advocate for historically marginalized workers. This experience shaped my belief that successful recruitment is about more than just filling roles, but helps me open doors and create structures where people from all backgrounds feel welcomed, valued, and empowered to thrive.

A Personal Commitment to Environmental Justice: I've long viewed environmental work through a justice-centered lens. My environmental studies coursework and community involvement have taught me that effective conservation must include everyone, especially voices historically excluded from this space. I see this role as an opportunity to combine my HR and outreach skills with my deep belief in climate and social equity.

As a recent graduate, I'm ready to grow in a professional environment that centers people, mission, and impact. I would be honored to support the Aquarium's People & Culture team in creating recruitment processes that are innovative, inclusive, and inspiring. Thank you for considering my application and I look forward to the opportunity to contribute to this work.

Sincerely,
Jeremy Jones