

Nathan Graves

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Gahanna, OH, 43230

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January 8, 2025

Dear Hiring Manager,

I am writing to express my interest in the MORPC Local Government Summer Internship Program. As a Master of Public Administration candidate at Ohio State University, I have cultivated a deep understanding of public service and policy development, which I have reinforced through diverse professional experiences and leadership roles. I am eager to apply my skills and knowledge in a practical setting that aligns with my career aspirations in public service.

During my time as a Legislative Intern with Columbus City Council, I gained valuable experience conducting in-depth research, drafting policy recommendations, and effectively communicating with constituents. In addition, I became proficient in using software tools like Microsoft 365 and Legistar to manage legislative processes and streamline administrative tasks. These skills, combined with my ability to analyze complex issues and provide data-driven solutions, position me to contribute meaningfully to MORPC's initiatives.

In addition to my legislative experience, I have a proven track record of leadership and community engagement through my roles as a Resident Advisor and executive officer positions in various organizations. These positions have honed my ability to foster inclusive environments, manage events, and facilitate stakeholder communication—skills that are essential for assisting in local government projects and community engagement processes.

These experiences have equipped me with the collaborative mindset and adaptive problem-solving skills necessary to address community needs effectively. I am eager to bring this dedication and expertise to MORPC's internship program, contributing meaningfully to its projects while learning from seasoned professionals in local government. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of your program.

Sincerely,
Nathan Graves

NATHAN GRAVES

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EDUCATION

Ohio State University | Columbus, Ohio
Master of Public Administration

August 2024 – Present

Ohio University | Athens, Ohio
Bachelor of Arts in Political Science Pre-Law | Certificate in Law, Justice, and Culture

May 2024
GPA: 4.0

EXPERIENCE

Office of City Council President Shannon G. Hardin,
Columbus City Council, Columbus, OH
Legislative Intern

September 2024 – Present

- Conducted in-depth research on local legislative issues, providing data-driven recommendations to support policy development and decision-making.
- Drafted memos, speeches, and public statements and prepared briefings for staff to aid in effective communication with the public.
- Assisted in responding to constituent inquiries, and facilitating communication between community stakeholders and Council President Hardin's office to address local concerns.

Office of Housing and Residence Life, Ohio University, Athens, OH
Resident Advisor

August 2022 – May 2024

- Served as a community mentor and resource for approximately 30 college students living in on-campus housing.
- Cultivated a cooperative and inclusive space by fostering individual relationships, effective communication, and promoting diverse and inclusive values.
- Facilitated conflict resolution between roommates to promote a welcoming and safe student environment.
- Coordinated with other staff and supervisors to host monthly community builder programs.

City of Gahanna Department of Parks and Recreation, Gahanna, OH
Events and Paddle Boats Crew Member

Seasonal, May 2021 – 2024

- Coordinated and aided in the execution of city-wide community events and programming.
- Independently operated paddle boat facilities including: daily open and close, customer service, safety instruction, and equipment maintenance.

Camp Counselor

- Helped supervise large groups of children, totaling approximately 70 children, ages 4-13.
- Conducted daily educational and recreational programs with campers.
- Enforced camp policies and procedures to manage camper behavior and resolve conflicts.
- Routine reporting for incidents involving campers to supervising staff and parents.

Franklin County Board of Elections, Columbus, OH
Precinct Machine Judge, 2020 General Election and 2021 Primary Election

- Set up and prepared sensitive voting equipment and materials.
- Processed incoming voters, explaining how to mark ballots and use equipment.
- Balanced authority to vote slips to precinct voting numbers to maintain compliance with state standards and ensure accurate record keeping.

LEADERSHIP ACTIVITIES AND INVOLVEMENT

Ohio University Residence Hall Association, Ohio University, Athens, OH August 2021 – May 2024
Vice President of Programming, Executive Board April 2023 – May 2024

- Planned, coordinated, and facilitated the implementation of all organization programs.
- Managed several annual programming initiatives relating to philanthropy, community outreach, and recognition with a combined budget of approximately \$18,750 for the 2023-2024 school year.
- Promoted and advised hall council programming initiatives.
- Mentored the VP of Programming In-Training to ensure a smooth transition between terms.

Vice President of Marketing and Public Relations, Executive Board February 2022 – May 2023

- Produced and managed all publications and official social media pages.
- Designed all graphics used for social media and merchandise.
- Oversaw the budget and purchase of approximately \$6,000 in merchandise for promotion and to improve organization recognition after rebranding.

Vice President of Administrative Affairs, Executive Board November 2022 – May 2023

- Recorded and distributed meeting minutes, attendance, and voting rights of members.
- Provided community and member access by serving two office hours weekly.

March for Our Lives, Columbus, OH November 2019 – June 2021
Policy and Government Director, Ohio State Board

- Planned and coordinated statewide political events and direct actions across six community chapters.
- Advised community chapters in planning events and ensured compliance with legal and organizational standards.
- Researched and tracked all relevant legislation introduced in the Ohio legislature.
- Served as the organization representative in the Ohio Coalition Against Gun Violence to coordinate action across organizations and submit testimony to the Ohio legislature.

Phi Alpha Delta: Pre-Law Fraternity, Ohio University, Athens, OH August 2021 – May 2024
Member

- Served on the professional development and academic development committees.
- Engaged in philanthropy for the Athens County Re-entry Program.

HONORS AND AWARDS

President's List, Ohio University, Athens, OH May 2023 – May 2024
Dean's List, Ohio University, Ohio University, Athens, OH August 2021 – May 2023
Karen Jenkins-King Paper Competition, Ohio University, Athens, OH April 2023
Student Employee – Academic Achievement Award, Ohio University, Athens, OH March 2023
Gahanna Lincoln High School Hall of Fame, Lincoln High School, Gahanna, OH May 2021



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

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Columbus, Ohio 43215
www.morpc.org

Intern Reference Check

Intern Name: Nathan Graves

Reference Name: Chris Skidmore

Date: 2/27/25

1. How long have you known him/her?

I've had the pleasure to know Nathan since May 2023.

2. What was your relationship with the candidate? (Example: Faculty or Work Supervisor)

I served as Nathan's direct supervisor for both the summer of 2023 and 2024.

3. Does the candidate work cooperatively and collaboratively with others? Please give an example.

Yes, one of Nathan's greatest strengths is his ability to connect with his teammates. I knew that I could place Nathan in any situation and he would be successful due to his ability to relate so well to everyone. The parents, campers and his co-workers all built an immense amount of trust with Nathan because of his willingness to help.

4. How dependable is the candidate?

Nathan is incredibly dependable. He worked full time during the summer months and would be required to work as early as 7:15am and was never tardy. I knew I could trust Nathan as much as any person on my team.

5. How well does the candidate finish projects/responsibilities they have begun? Please rate and explain.


Nathan has the unique ability to not only create innovative programs for our camps, but ultimately see them through. Often times we would have Nathan in a position of leadership because he consistently exceeded his job responsibilities. I would rate Nathan as having high marks for finishing assigned projects.

William Murdock, AICP
Executive Director

Chris Amorose Groomes
Interim Chair

Michelle Crandall
Interim Vice Chair

Ben Kessler
Interim Secretary



6. Is there any additional information you would like to share about the candidate?

7. What is your recommendation for this candidate for MORPC's Local Government Summer Internship program?

