



24602 Old Owen Road - P.O. Box 158, Monroe, WA. 98272-0158 - Phone: (360) 794-6900 - Fax: (360) 805-0616

July 7, 2025

RE: Application

Dear Applicant,

Enclosed with this cover letter is an application form and a job description. Please fill out the application and initial the job description and return it to the District at PO Box 158, Monroe, WA 98272. Alternatively, you may email us your completed application and initialed job description to staff@highlandwaterdistrict.com. Position will be open until filled.

We welcome and encourage your resume, but you must still read and sign the application and initial the job description and attach them to the resume.

If you have any questions, please feel free to call the office and we will gladly help you.

Sincerely,

A handwritten signature in black ink, appearing to read "Shanika Holen", with a long horizontal flourish extending to the right.

Shanika Holen
Administrative Assistant