

Joe Student
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Rochester, New York 14623
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Ms. Sally Recruiter
Human Resources Office
Interesting Company
0123 Street Road
Rochester, NY 14623

Dear Ms. Recruiter:

A large part of my career objective is to continuously contribute to the Rochester community through assisting people, both young and old, in establishing a sense of self-awareness & improving their quality of life through identifying and utilizing community resources. This is one of the reasons I would like to be considered for the position of Program Coordinator (Workforce Development). I am confident that I would enthusiastically contribute to your team, as this would be an excellent opportunity for me to not only use my existing skills, but under your leadership develop solid and new professional attributes.

My background includes providing individual and group academic counseling for academically and economically disadvantaged RCSD students; acting liaison for MCC, which includes attending various fairs' outreach activities and addressing questions on the college's academic program(s), etc. As a graduate assistant, I managed a 100+ client caseload, which includes, but is not limited to: career counseling, development of individual improvement plans, job search strategies, mock interviewing, and referrals to community resources. In this role, I coordinated field trips, job shadowing & presentations for job readiness preparation.

In my Masters of Public Policy program, our capstone project must focus on working with an organization to identify areas of improvement. I worked with RochesterWorks, Inc. to strategize ways to improve their fundraising and engagement within the community. I suggested and assisted developing a more active media presence through Facebook and Instagram in order to increase their engagement and the fundraising opportunities for small businesses to be involved in. Their fundraising engagement increased by 20%.

If you should have further questions or concerns about my credentials or date of availability, please feel free to contact me via e-mail (Joe.student@rit.edu), or at (xxx) xxx-xxxx. I thank you in advance for your time and consideration.

Kindest regards,
Joe Student