

PO Box 1881 • University of Dayton • Dayton, OH 45409 • 414-288-3577 • Flyerfan@notes.udayton.edu

February 6, 20XX

Jonathon Saunders  
Save Our Children  
1212 33rd Street, Suite #1  
Bloomington, DE 80080

Dear Mr. Saunders:

I am writing in reference to the Program Coordinator position (NY-02) listed recently on the AmeriCorps website. This position appeals to me because of my strong interest in service as a career, assisting to create a positive environment for all members of a community. I believe this position would allow me to use the skills I have learned through my internship and psychology program. In turn, I would gain additional skills as I help develop a strong program at Save Our Children. Save Our Children's mission, to serve all children through care, love, and support, describes exactly the kind of environment I am seeking.

In May 20XX, I will graduate from the University of Dayton with my bachelor of science degree in psychology. Some strengths of mine include being self-motivated, organized, and able to work with a variety of people. As a psychology student, I am often required to do group projects allowing me to be a part of a productive team. I enjoy working with people in order to complete a common goal. My internship as a youth care worker gave me the opportunity to do this with a team of professionals. We often worked in groups to strategize new, more effective ways to work with each client. This team approach taught me to see things from different perspectives while learning new ways to help my clients achieve independence and attain goals. In addition, I am able to successfully maintain a good grade point average while remaining involved as a campus leader. These skills, combined with my educational background in psychology, make me an ideal candidate for this Program Coordinator position.

Enclosed please find a current copy of my resume. If you should have any questions regarding how my skills fit with your organization, please give me a call at 937-288-3577. I may also be reached by e-mail at Flyerfan@notes.udayton.edu. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

*Fanny Flyer*

Fanny Flyer