Katrina Kelsey

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September 1, 2018

Janis Pearson

Director, Human Resources

Sagamore College

123 Business Rd.

Business City, NY 54321

Dear Ms. Pearson,

I am interested in the Assistant Youth Coordinator position as listed on the Sagamore College Career Link. I am a sophomore at Sagamore College studying English and Psychology with a Spanish minor. I have extensive experience working with children in both academic and recreational environments, so I would be eager to contribute my skills to the Boston Children’s Summer Camp Learning Enrichment Program.

Most recently, I was involved with the Sagamore College After School program where I tutored urban youth in the Language Arts and Sciences. Working with underserved children through this program was an enriching experience, and I would love to continue with that type of work this summer with Boston Children’s Summer Camp Learning Enrichment Program. I also have experience as a nanny for two elementary school-aged children. My primary responsibilities in this role included tutoring and homework help, as well as developing educational games.

During the summer, I planned daily outings and scheduled activities, entertaining the kids throughout the day. I did similar work as a summer volunteer at Sagamore Child Care Center, where I played with children, implemented indoor activities, and chaperoned field trips. Consequently, I developed a strong sense of patience and a keen awareness of how to interact engagingly with children, two skills that are relevant to your position.

The Assistant Youth Coordinator position sounds like a wonderful opportunity, and I am eager to be involved! I absolutely love working with children, and have a passion for tutoring, too, so it’s certainly a job in which I would excel. I believe the children would benefit from my background and enthusiasm. Thank you so much for your consideration; please let me know if there is any additional information I can provide.

I look forward to hearing from you.

Sincerely,

Katrina Kelsey