

SAMPLE LETTER OF APPLICATION (Many Muhlenberg students are using this guide. Read the samples then write your own original letter - you don't want to sound like everybody else.)

The letter that appears here might be sent in response to this ad:

Mentor Coordinator: This education outreach program provides high school scholarships and mentors to low-income students or at-risk youth. Coordinator will manage volunteer mentors and coordinate support services for students and will facilitate and monitor each mentor-student pair to ensure that the mentoring program is effectively meeting the program objectives of promoting student academic achievement and overall development.

Muhlenberg College
2400 Chew Street, Box 1234
Allentown, PA 18104
October 14, 2006

Mr. James Williams
Executive Director
Partners for Education
123 Main Street
New York, NY 10028

Dear Mr. Williams:

For the past two years I have planned and participated in many community service projects through the Office of Community Outreach and the Student Council of Muhlenberg College. My years spent as a Resident Advisor and a Head Resident at Muhlenberg, as well as my summer job as a Tutor/Counselor with Upward Bound, have exposed me to some of the most pressing issues facing our youth today. I have come to the realization that there are a large number of students out there that need help and not enough people helping them out. I want to work for an organization that is dedicated to providing opportunities to young people that would not normally be given the chance to succeed. I recently found the position description for the Mentor Coordinator position with Partners for Education on Idealist.org and I feel that it is just the type of position I am looking for.

My community service experiences include the planning and coordinating of a neighborhood rake-a-thon in which I gathered members of the Student Council together to rake leaves for the neighbors of the college. I also organized the Council's participation in the Muscular Dystrophy Association's "Lock-Up" fundraiser. Both of these required me to reach out and contact people in need and coordinate the sign up process for volunteers. The most successful project that I organized was a clothing drive in which I filled my mini-van from floor to ceiling, three times, with clothes to be donated to the Good Shepherd Home.

I have had extensive experience in recruiting and training the staff members of the Residential Services Office at Muhlenberg. As a Head Resident I was responsible for selecting and supervising my own nine person staff for the first-year residence hall that I was in charge of. I have scheduled meetings, planned and operated many building and campus-wide programs, and facilitated the per-semester staff evaluation survey process. All of which has taught me how to be very organized and stay on task even when there are a multitude of things that need to get done.

I believe that my degree in Business Administration, my dedication to the humanitarianism, and my ability to see projects through to the end would be true assets to your organization. Enclosed you will find a copy of my resume highlighting my variety of work experiences. I look forward to speaking with you in further detail about my qualifications. I hope to set up a meeting at your convenience in the near future. Thank you for taking the time to review my information.

Sincerely,

Shawn P. Atkins

Shawn P. Atkins

SAMPLE RESUME

Shawn P. Atkins
atkins@att.net
School: 2400 Chew Street, Box 1234, Allentown, PA 18104, 484-664-0000
Home: 116 Winding Brook Lane, Plymouth, NJ 07876, 215-123-4567

EDUCATION

Muhlenberg College, Allentown, PA May 2007
Bachelor of Arts, Business Administration, Concentration in Managerial Finance
Cumulative GPA 3.3, Dean's List, Omicron Delta Epsilon

RELATED WORK EXPERIENCE

Upward Bound Summer Residential Program – St. Francis University, Loretto, PA
Tutor/Counselor Summer 2006

- Worked to improve the social and academic development of high school students
- Built and maintained a living environment conducive to teenage academic and social growth
- Administered study sessions in three academic disciplines: Economics, Chemistry, and Shakespeare
- Enforced program behavior policies
- Conducted personal performance and overall program evaluations
- Guided formal and informal counseling sessions

Muhlenberg College Office of Residential Services, Allentown, PA
Head Resident Advisor Fall 2005 – Spring 2006

- Responsible for daily management of a coed first-year student residence hall of 300 students
- Supervised nine peer resident advisors, including scheduling and weekly staff meetings
- Controlled the budget allowance for the building's programs and activities
- Assisted with central office procedures including staff selection, training and development
- Facilitated staff evaluation process with residents
- Organized Halloween Haunted Resident Hall Program for children of college employees
- Carried out Resident Advisor duties listed below

Office Clerk Summer 2005

- Assisted with office's daily operations including summer mailing and key inventory

Resident Advisor Fall 2004 - Spring 2005

- Developed and maintained a living environment conducive to the personal growth of 31 first-year students
- Enforced College policies and upheld College traditions
- Conducted peer education and counseling

Haddon Township Public Schools, Haddon Twp., NJ

Substitute Teacher Spring 2004 - present

- Taught grades 1-12 on a one day, temporary, as-needed basis
- Distributed assignments according to lesson plans provided by the permanent teachers

LEADERSHIP ACTIVITIES/POSITIONS

Co-Committee Head of the Student Council Campus Community Affairs Committee, 2005-2006

- Organized community service projects and campus speak outs on political and social issues
- Co-founder and President of the Muhlenberg Irish Cultural Society, Spring 2005
- Built and maintained the club's fundraising budget
- Elected Executive Board Secretary for Muhlenberg College radio station, Fall 2004
- Attended National Student Leadership Conference at American University, Summer 2003

EXTRACURRICULAR ACTIVITIES

Community Service * Ultimate Frisbee * Hiking * Radio DJ * Track and Field

COMPUTER SKILLS

Windows Operating Systems, Publisher, PowerPoint, Word, and Excel * HTML * Internet * E-mail