

February 19, 2018

Chicago Humanities Festival
55 W. Van Buren St.
Chicago, IL 60605

To whom it may concern,

As a junior at St. Olaf College with extensive marketing and project management experience, I am writing to apply to intern at Chicago Humanities Festival (CHF). CHF's vision to promote community engagement through cross-cultural experiences piqued my interest in the organization because of my own personal values of creating a safe environment for all. After reading the Digital Content and Marketing intern position descriptions, I am confident that CHF's mission and expectations for these positions are a perfect match for me. With my background in digital art, marketing, and prior nonprofit experience I would make a great addition to the festival.

The first time I heard about CHF was while interning for Illinois Humanities the summer after my freshman year in college. I worked with the Community Outreach Coordinator for the CROWDOUT event that occurred in October of 2017 in Millennium Park. My role included helping with the planning of CROWDOUT, but in reality, I wore multiple hats in the office. I would create the content packets for all 50 wards, which had about 3-4 community organizations per ward. These packets included content created by me with instructions and outlines for the event. Additionally, I would also do Spanish translation for flyers, create content for other departments, and attend community engagement meetings. Being able to be flexible and adapt to new situations quickly, allowed me to fully grasp the work ethic needed to succeed in nonprofit work.

In the past year, I have worked as the Marketing and Communications Coordinator for the Wellness Center at St. Olaf College. This program is student-run and seeks to spread awareness about the multiple aspects of a student's physical and mental health. I produce content for our bi-weekly informational posters that are posted around campus. Additionally, I manage the social media platforms which have increased in traffic and engagement by 10% in the past year since I started. I have also collaborated with other organizations on campus with similar missions to create wellness related media campaigns to engage the community and create social norming campaigns. Specifically, I have worked with the Title IX program on campus in producing their official logo that is attached in all of their press releases. I have worked with them on their awareness week and developed slogans and logos for their 'Consent' campaign. I have also created materials to be handed out and distributed around campus and online. Working in an environment that has a clear mission has given me solid footing in managing various projects at once.

Being part of these great opportunities have been very rewarding and I hope to transition these skills to CHF. I've attached my resume for you to review. I would love an opportunity to discuss my experiences and qualifications. I appreciate your time and look forward to the opportunity to work for Chicago Humanities Festival.

Sincerely,

Noble Alumnus