

**NAME**

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As a dedicated and adaptable individual, I would like to apply to be a summer intern at Circle of Service. After learning more about the organization's values and what this role entails, I am confident that my background and passions make me an excellent candidate.

Over this past winter, through the Noble Network Alumni Office, I completed a one week Externship at Ballot Ready, an organization that is dedicated to providing accurate information about candidates in any race across the United States in order to help voters make an informed choice. As an extern, I did research on municipal candidates within Illinois in order to find their best means of communication in addition to researching early voting locations for counties in Illinois. Ballot Ready will use this information on their website and mobile apps. This experience was impactful because the work I did plays a significant role into society and potentially increase voting statistics.

During my time at Illinois College I have held several jobs and positions while being a full-time student. As a freshman, I was a student assistant at the Khalaf Al Habtoor Leadership Program, a program focused on helping students with social sciences majors find leadership roles and expand their networks. In addition to being a student assistant, I was also an intern with Jacksonville's spanish speaking community where I helped an individual improve his English speaking and writing skills by providing private tutoring. For this internship I created weekly plans and activities for my mentee to allow him to use english in his everyday life. I was able to track his progress throughout the weeks by providing assignments that not only revealed his improvement, but how I, as a tutor, could improve teaching and communicating with my mentee. These opportunities allowed me to develop my communication and organizational skills.

From my experiences, I have improved my communication skills and become an approachable person. I am eager to acquire new skills and knowledge because I believe it makes me a better person and will allow me to fulfill more goals. Overall, I believe my background and passions align perfectly with this role and I'd be honored to set up a time to speak further about this opportunity.

Thank you for your consideration.