

Name

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Genesys Works
180 N Wabash Avenue Suite 600
Chicago, Illinois 60601

My passion for serving Chicago youth has motivated me to apply for the Program Coordinator position with Genesys Works. I had the pleasure of speaking with the Program Coordinator, Adriana Llarena, about the importance of ensuring that students receive the resources necessary to prepare them for life beyond high school. This position is a vital component to the success of our future generations and I want to be a part of that success. It is my mission and passion to help develop students to reach their highest potential. I am confident that my organization skills, along with my experiences in leadership, mentorship, and management, make me an ideal candidate for this position.

While serving as a Team Leader with City Year Chicago, I led a diverse team of eight AmeriCorps Members in their first year of service. In my role, I supported my team in tracking the progress towards our goals and coached them on their direct work with students. 95% of students that received academic support from a corps member remained on track with personalized intervention time, which is a predictive factor of significant academic growth. Halfway through the school year, 90% of students that City Year targeted at the Piccolo School of Excellence maintained a C or higher, which exceeded the goal by 15%. As a result of my organization and leadership, City Year was able to move 84% percent of off-track students in ELA and Math to on-track (C or higher) at the end of quarter two.

As a solution oriented leader, I made data informed decisions to support my team to ensure we made strategic decisions to provide quality tutoring and mentoring services to students. Having this experience has allowed me to oversee a variety of key responsibilities that include, but are not limited to, managing team initiatives, assisting first year corps members with building strong relationships with students, collaborating with key stakeholders, and highlighting trends.

I am confident that I can offer the necessary support that students need to help transform them into young professionals. I am excited about this opportunity and the idea of working with an organization that has values that completely align with my own. If there is anything more you need, feel free to call me at **PHONE NUMBER** or email me at **EMAIL**. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,