

Jane Doe
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As an avid educator with over 9+ years of leadership experience advocating to close the achievement gap in our underrepresented communities, I am applying for the Director of El Centro-Multicultural Student Success position at Dominican University. I firmly believe in the potential of our underrepresented youth and young adults in our country. Dominican University's future Director of El Centro-Multicultural Student Success has the major task of creating pathways to success for all of our underrepresented groups. I believe I can become that agent of change that will spearhead the success of this initiative at Dominican. This position fits seamlessly with my current skill sets in managing, advising and coaching. I have incredible organizational, recruiting, and interpersonal skills that I believe align well with this position and this role also fits with my career goals to create opportunities for our underrepresented youth by supporting their academic goals and personal success.

I believe I have what it takes to establish an inclusive, supportive program at El Centro. The position asks for experience in multiple aspects in managing and strategizing, which include the following: engaging with various staff and community organizations, excellent communication skills, motivating student organizations to get involved, and developing students' potential to succeed and graduate from Dominican University. Working at Erie Neighborhood House, as the Assistant Director of the Youth Department, gave me the opportunity to develop programs that increased the ability of our youth to enroll in college. In the past eight years, I have successfully assisted several senior classes with a 100 % high school graduation rate and with 95% enrollment rate into a higher educational institute. I have also organized student support workshops that provided crucial information to our participants and their families especially workshops geared for DACA students and those who may be undocumented. I also supervised our summer and academic interns as well as the 100+ volunteer mentors in our tutoring program. I lead and supervise the summer bridge programs for young adolescents and supervised college interns which led those summer clubs. These skill sets can easily be transferred into a higher institutional setting.

The one-on-one mentoring program I led and coordinated for eight years was recently awarded the best One-on-One Mentoring program in Illinois by the Mentor Illinois organization. In this role, I recruited, supervised and trained 100+ volunteer mentors. I secured the success of the program by providing annual family and mentor orientations and periodic student development opportunities. I will use the experience and skills I have developed at Erie to create and develop mentoring programs at El Centro that will be just as successful.

In my years of professional experience, I have been able to gain and develop interpersonal, public speaking, managing, as well as advising skills. These skills have led me to become a great candidate for the position as the founding Director of the El Centro-Multicultural Success Office at Dominican University. I confidently submit my candidacy because I believe in the importance of education and the personal and professional development of youth and young adults in our communities.

Furthermore, Dominican University has excellent ideals and a great reputation that extends my interest in the position. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Jane Doe, M.A.