

Jane Doe
Chicago, IL 60606

April 27, 2018

Dr. Toinette Gunn
Chicago Scholars
247 S State St #700
Chicago, IL 60604

Dear Dr. Gunn,

As a seasoned educator with over eight years of combined experience in college access programming, community engagement, and direct management, I am applying for the Manager of College Counseling and Parent Engagement position with Chicago Scholars. I have worked directly with Chicago Scholars in the past as a high school college counselor and after speaking with some of your organization's current employees, I'm confident that the mission of Chicago Scholars aligns well with mine. As a product of CPS, a first-generation college graduate, and a proud woman of color, I believe this position is a great opportunity for me to continue my impact on Chicago's youth and the country as a whole.

My career in education has allowed me to build and innovate programs that directly impact students, families, and staff. As the Director of College Counseling at Chicago Bulls College Prep, I led our students and staff through the college application, financial aid, and matriculation processes. In my first year, I was able to counsel our dual-lingual students & families as Lead Instructor and ensured that 100% of our seniors achieved four-year college acceptance, 100% FAFSA completion, and 85% matriculation at four-year colleges. I believe my four years of direct college counseling experience and training will be invaluable in this role.

In addition to leading college programs, I also have direct experience in parent & family engagement. As the founding Director of Community Engagement at Rowe Elementary, I manage all of our parent workshops, volunteer programs, and family-student nights. During my two years in this role, I have increased parent engagement and secured over \$30,000 in fundraising for school renovation projects. I believe my experience leading the communications and social media channels will align well with the responsibilities for the Manager of College Counseling and Parent Engagement.

The work Chicago Scholars leads is very personal to me, and I believe I have found an opportunity to increase my scale of impact through the Manager of College Counseling and Parent Engagement position. I believe my experiences in college access, community engagement, and program design will allow me to contribute to Chicago Scholar's mission of selecting, training, and mentoring academically ambitious students from under-resourced communities to become the next generation of leaders. I would love the chance to speak further about this opportunity and my background. Please feel free to reach me by e-mail or phone.

Thank you,
Jane Doe

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