

March 19, 20XX

Enso Erdman
Director, Sponsor-A-Scholar
Philadelphia Futures
230 South Broad Street, 7th Floor
Philadelphia, PA 19102

Dear Mr. Erdman:

As a junior Psychology major and Education minor at Bryn Mawr College, I recently heard you speak in my Critical Issues in Education class where I learned more about the mission of Philadelphia Futures; it speaks so much to my own values of helping underserved populations achieve higher education that I'm reaching out to see if you have any positions available in a full or part-time capacity this summer. I've spent the last 3 years as a leader both on and off campus committing time and developing skills towards realizing a mission that we both share.

Over the past four semesters at ALCAMO in Norristown, I have helped to address the needs of a local public school community by teaching students in grades 2-9 in an after school program. Beyond what I have learned about people and a classroom, I have moved into a more administrative capacity where I have helped to develop and implement life skills programs through a mentorship model. I believe my experiences here have helped to develop a professional multicultural proficiency, confidence in non-profit front desk administration management and exposure to the local needs in urban Pennsylvania schools. It is an experience I will continue through this academic year and I'm eager to put the skills I've developed to use in similar circles in Philadelphia.

On campus, I spend time as a career peer where I peer review resumes, cover letters and other documents which speaks to my attention to detail. As Chapter president of She's the First, I continue my work toward assisting in underprivileged (international) education through fundraising efforts. And, as a Community Diversity Assistant, I navigate difficult conversations on campus and keep my hand on the pulse of social justice.

Whether in a direct service tutoring/mentoring capacity or administrative, I would work tirelessly toward your mission of helping students "step up to success". I would welcome the opportunity to speak with you further about how I believe I'd be a great fit for your organization.

Sincerely,

Brynn Ford
33 Merion Road
Bryn Mawr, PA 19010
bford@brynmawr.edu
mobile: 610.555.0000