

CORA services
8540 Verree Rd.
Philadelphia, PA 19111

Dear Hiring Manager,

My name is Grace Reilly, and I am a graduate of Temple University who recently completed a year of service with City Year Philadelphia. I am interested in your position of Department Assistant, which I heard about through your website. After reviewing the position details, I feel that I would be an excellent fit for this role.

This past year, I proudly served with City Year, an AmeriCorps program dedicated to bridging the education gap in public schools through connecting near-peer AmeriCorps members with under-resourced schools. I served at a middle school in Northeast Philadelphia, working with 6th grade students. I created and implemented interventions for those struggling in the areas of literacy, math, attendance, and behavioral skills. As my year of service has recently come to an end, I find myself wanting to continue to work with students in this capacity, and I feel that becoming a Department Assistant would be a great next step. I would be able to bring my knowledge of working with students, facilitating interventions and lesson plans, as well as initiative planning to continue supporting young people. I believe that my year of service with City Year has given me the organizational skills and the hard-working ethic that would be beneficial to a position of this nature. I would love the opportunity to continue advocating for students and their rights within their communities.

In the past, I have also worked for Ruffalo Noel Levitz to support Temple University in collecting and organizing data about prospective students or potential alumni donors. In these positions, I operated in a call center environment with a small team to communicate with prospective students about application information. I assisted potential students in their application process from general interest to deposit, while acting as a positive representative for the university. I also contacted alumni of the university to update them on university news, collect important information, and promote donations to Temple. I know that working with Ruffalo Noel Levitz gave me the database experience, data entry, and detail-orientated skills to be successful assistant at CORA.

I would love an opportunity to speak with you more about this position. Please feel free to contact me via telephone or e-mail to arrange an interview. I look forward to hearing from you.

Sincerely,
Grace Reilly

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