

Erin Robinson
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Dear Hiring Manager:

I am writing to apply for the Department Assistant position that is posted on your website. I was informed of your job posting through online research and am extremely interested and would love to have a chance to work for CORA Services

Being an English minor with a major in Communications has given me various different skills in both written and verbal communication, as well as a niche in technology. However, the most valuable skills I have obtained are from my career paths that have allowed me to help others and make meaningful connections with them.

Since October of 2017 I have worked at Philadelphia Academy Charter High School as an educational assistant for students with special needs. I am responsible for helping the students in a classroom setting and at their job placements as well as taking data on their efforts and behaviors. This job has given me the opportunity to support those in need and fine-tune my collecting of data and documentation skills, along with being exposed to the inner workings of a school setting.

I have been to CORA Services a number of times to assist a child that has a job placement at your establishment. Seeing the inner workings of your company has impressed me and made me want to be a part of the team. I also have done video work for CORA For Kid's Golf Outing. While working this event I met a number of fabulous employees of CORA and gained a great understanding of the positive impact your services has on children.

The relationships and passions I have for the children I currently work with are immeasurable and I would love to further my career and continue helping others by working for an organization that is as giving and heartfelt as CORA Services.

Sincerely,

Erin Robinson

