

HR Coordinator  
CORA Services  
8540 Verree Road  
Philadelphia, PA 19122

July 30, 2018

Dear HR Coordinator,

I am excited about your opening for After School Group Leader at CORA Services. Your organization's mission to "assist children, youth and families experiencing emotional, academic and social challenges" is one that really resonates with me. I want to be a part of a team that truly cares about Philadelphia's youth and is dedicated to being of service to underserved communities. I have several years of experience working with youth ranging from coordinating career readiness programs, to facilitating summer programs for K-8 students, and know I would be an excellent fit for this position.

In my role as an OST Group Facilitator at Congreso, I had the opportunity to work with both elementary school and high school students. As a Group Facilitator for the K-8 summer program, I taught drama to the students. This was an invaluable experience because I learned different teaching techniques for a variety of age groups, and how to keep programming interesting and engaging. As a Group Facilitator at Kensington CAPA, I taught a weekly professional development class to students where they learned skills such time management, resume writing, and goal setting. I also co-taught in the WorkReady 2017 program, where students at our site learned entrepreneurial skills and built their own businesses. I created a curriculum that was education-based and engaged the students to apply their creative, technological, and problem-solving skills.

I would love to meet in person to further discuss the requirements for this role and learn more about your organization. I can be reached via email at [ornenow@gmail.com](mailto:ornenow@gmail.com) or at (267) 269-7615. Thank you for your consideration. I look forward to hearing from you.

Sincerely,  
Ornen Wright