

LINNEA LUZZO, MSW

Linnea.Luzzo@gmail.com | (856) 275-7032 | 590 Martin Street Philadelphia, PA 19128

September 27, 2018

Nora Cooper
Managing Director, School Services Division
8540 Verree Road
Philadelphia, PA 19111

Ms. Cooper:


I am writing to express my interest in serving as the Supervisor for 21st Century Learning programs as well as new educational initiatives with CORA Services. I have found that my most rewarding professional and personal experiences have been those that focus on youth development. It is my belief that the services provided throughout childhood and adolescence are critical in creating healthy adults and in turn, a healthy community.

I have nearly five years of experience working for the United Advocacy Group, a non-profit organization in Bridgeton, NJ. I was placed in three different positions with increasing responsibilities due to my proven skills in task management, coordination, and leadership. At UAG, I supervised a team of community mentors and case managers as they assisted foster youth enrolled in the First Star Rowan Academy, a college immersion program aimed at equipping youth for academic achievement and self-sufficiency. In this role, I developed an initial training program for mentors and connected them to ongoing opportunities for professional development. I was also responsible for creating a case management process and event schedule that focused on academic growth and enrichment for youth that is still in use today.

In 2016, I was promoted to Director of Development in order to focus on growing the organization. I managed to secure new federal grants for our organization and its partners and ensured compliance with existing federal funding. I am also highly experienced in managing program budgets and supervising staff to drive them to accomplish outcomes set forth in grant proposals.

I will be a dedicated and diligent asset to your program. I look forward to meeting with you and further discussing how my passion, education, cultural competence, and experience would make me an excellent candidate to lead a team of individuals committed to improving academic performance among communities touched by CORA Services.

Sincerely,



Linnea Luzzo