

Laura Miles

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Dear Hiring Manager,

I was enthusiastic to see the position that was posted on Indeed. I have a Bachelors of Arts in Sociology from Ithaca College, and five years working at nonprofits in Latin America and the U.S. I am excited by a chance to discuss ways I can contribute to the continued success of your students.

In my current position as an Academic Advisor at LNEESC, I support a caseload of 60 college bound high school students in the Upward Bound program at four Philadelphia high schools, and provide follow-up services to the students until they graduate from college. I enjoy working with youth in a fast-paced environment and providing them with high quality personal advising, direct services, barrier removal, and referrals to outside services so that they can succeed in their goals.

The position interests me because of my passion for working with youth. In the past year, I have taken on many leadership roles including providing direct services and workshops to students, managing budgets, planning and executing day trips and overnight trips, and coordinating and training interns and staff. I have a proven track record with academic counseling and assisting students with educational services.

I enjoy working with the Upward Bound program because of the ability to have a positive impact on young people's lives. I have demonstrated my ability to take on program management and leadership roles in the Upward Bound program. I also stay up-to-date on the best educational practices to provide the highest quality educational programming to students.

I would be thrilled to further discuss the role and how the experiences I bring would fit the position. I can be reached laurakmiles1@gmail.com. Thank you for your time and consideration.

Sincerely,

Laura