

March 25, 2021

Dear CORA Services, Inc.,

I am writing in response to your organization's open Summer Camp Counselor position at the Early Years Program. Based on the requirements and skills listed in the job description, as well as the organization's mission to foster holistic youth development and empower children and adolescents, I feel that I can be of great addition to your team.

I am a current senior majoring in Psychology and Educational Studies. Through my previous experiences and employment working with students of all ages, I have come to realize my passion and desire for helping youth populations. Because of this, I envision myself working in the field of social services or education upon graduation. I am seeking employment that will help me prepare for such a career path and, most importantly, allow me to help others in the process.

I have enclosed my resume for your review. I look forward to further discussing opportunities with you. If you have any questions, please call me at (956) 605 – 8763 or email me at dediosciel@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'MD' with a stylized flourish.

Maria Consuelo De Dios

MARIA DE DIOS

Email: dediosciel@gmail.com Cell-phone: (956) 605 8763

RELEVANT EXPERIENCE

AUGUST 2020 – PRESENT

RESEARCH ASSISTANT, SWARTHMORE COLLEGE

- Develop a coding scheme for “Mathematical Thinkers Like Me”, a project designed to support the development of equity, executive functions, and conceptual understanding in 8th grade mathematics

AUGUST 2020 – PRESENT

STUDENT ACADEMIC MENTOR, SWARTHMORE COLLEGE

- Work with and advise students on academic issues, (i.e. time management, study skills, etc.)
- Organize and execute programs, events, and activities to support students

JUNE 2019 – AUGUST 2019

YOUTH SERVICE SPECIALIST, GOOD SAMARITAN COMMUNITY SERVICES

- Cultivated positive relationships with low-income youth in the San Juan School District
- Created and delivered age appropriate curricula and activities to promote summer learning

OCT. 2019 – DEC. 2019

CHILDCARE PROVIDER, PRIVATE EMPLOYER

- Supervised and managed two children aged 7 yrs. and 9 yrs. during after school hours
- Assisted children with schoolwork and simple chores

JAN. 2019 – MAY 2019

KINDERGARTEN TEACHER AID, SOUTHWARK SCHOOL DISTRICT

- Assisted the lead teacher(s) by monitoring students enforcing directions/rules
- Worked with students individually and in small groups during instruction

SEPT. 2018 – MAY 2019

EDITORIAL ASSISTANT, SWARTHMORE COLLEGE

- Wrote news articles and profiles for the college’s Music and Dance programs’ newsletter
- Interviewed faculty, students, staff, and community patrons

EDUCATION

2017 – PRESENT (GRADUATION DATE: MAY 2021)

PSYCHOLOGY AND EDUCATION SPECIAL MAJOR, SWARTHMORE COLLEGE

An official transcript of grades and coursework can be provided upon request.

PUBLICATIONS

- Relational and teaching experience
- Customer Service Experience
- Basic Spanish Fluency
- Office experience (data entry, document handling, phone services, etc.)
- MS Office Experience (Word, Excel, etc.)