

Naomi Louis
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Dear Recruiter,

I am writing to apply for this current position. I have about two years of experience with children. I will bring a resourceful, flexible, and hard-working attitude to this role. The skills that I have gained are through numerous achievements such as interning, my work experience, and leadership roles during my years in college. These experiences and roles are what sets me apart and makes me an ideal candidate for this position.

I've obtained my Bachelor's Degree in Psychology from Lincoln University on May 5, 2019. I aspire to be a School Counselor but in the meantime I enjoy working at summer camps, interning as a School Counselor, and working at different daycare centers to further my experience. I also respond to request from my colleagues and students in a timely manner and I am able to complete every task given to me in a timely fashion and professionally.

Further qualifications that I offer include the following:

- Strong background in all aspects of office management from scheduling meetings to filing and updating student's reports.
- Demonstrating capacity to develop and improve the efficiency of day- to- day operations with students.
- Outstanding communication skills with my colleagues and students.
- Extensive experience working in school settings with students from ages 7-18.
- Positive and growth-directed relationships with my students.

I have attached my resume so that you can see my experience. Please feel free to contact me at your earliest convenience. I am more than ready to share with you my experiences of working with students and I would be very thrilled to be apart of your team.

Thank you,

Naomi Louis