

Shannon Niedzwicki

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January 25, 2017

Hiring Manager
Garvey, Schubert & Barer
123 14th Street
Los Angeles, CA 90064

Dear Hiring Manager:

My education and practicum experience through Marion Technical College makes me an ideal candidate for the Coordinator of Special Events at the Marion Boys and Girls Club, which I learned about from the posting on College Central Network. Your organization is known for working to ensure children and young adults reach their full potential and become responsible citizens. I know that with my background and interest in helping youth, I am a good fit for your organization.

My volunteer work throughout college has confirmed my interest in and dedication to childhood education. By volunteering at United Way and the Boys and Girls Club, I learned a lot about child development by caring for children and the needs of our community. During my time at Marion Technical College, I had the opportunity to observe student and teacher roles and a variety of teaching techniques through my practicum experience. Later, these skills became important when I volunteered with the Marion City Schools and had the opportunity work with their Graduate Pathways to Success Program. I now look forward to serving as an advocate for youth and working to plan events for Boys & Girls Club of America.

I am prepared for role a result of my position as an intern with Student Life department at Marion Technical College. There, I coordinated events such as Blacklight Volleyball, Welcome Week, De-stress Fest and more. More specifically, I created event budgets, organized inventory and assisted in the promotion of each event. I have the organizational and time- management skills necessary to be a successful candidate for this position. I have a positive attitude and have the ability to work well with any team.

Thank you for reviewing my application. Should you have any questions, you may reach me via phone at (740) 386-4176 or email at niedzwickis@mtc.edu.

Sincerely,

Shannon Niedzwicki