

Danielle Smith

555 Marion Lane
Marion, OH 43302

January 25, 2017

Maggie Breeding
Marion Boys & Girls Club
565 Oak Street
Marion, OH 43302

Dear Ms. Breeding,

My education and practicum experience at Marion Technical College make me an ideal candidate for the Coordinator of Special Events position at the Marion Boys and Girls Club, which I learned about through a posting on Handshake. 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 with 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 to work with their Graduate Pathways to Success Program. I now look forward to serving as an advocate for youth and planning events for the local Boys & Girls Club of America.

I am prepared for the role as a result of my position as an intern with the 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. If you have any questions, you may reach me via phone at (740) 386-4173 or email at smithdr@mtc.edu.

Sincerely,

Danielle Smith