12345 Example Avenue

South Bend, IN 46637

March 15, 20xx

Jane Smith, Director

Community Success Center

1111 Maple St.

Orlando, FL 32816

Dear Dr. Smith,

During my Ph.D. program, I have learned that education is about empowerment—serving others to fulfill their potential and meet their goals. As an educator, I am invested in helping individuals in their pursuit of knowledge and personal growth, and am eager to bring my experience in planning and mentoring to the Program Manager position with the Community Success Center. Serving in this role would allow me to continue working on behalf of empowering community members while also transitioning to a more administrative role at an amazing non-profit organization. This reality, combined with your commitment to being a force for good in the community, makes me excited to apply for the position.

One of the hallmarks of my recent work as an instructor has been regular remediation meetings with struggling students. At least twice a semester, I met with students whose grades had fallen below a C to identify their unique challenges and weaknesses and create an improvement plan for moving forward. Often this required collaborating with campus partners for a full array of support resources. Through these meetings—which led to 80% of the students in question achieving a B or greater—I have developed a practical toolkit for helping individuals succeed, and I will apply these processes to my work with struggling community members.

My research and additional work at Notre Dame have made me quite familiar with database and relationship management software, and have refined my ability to manipulate and interpret data in meaningful ways. Applying these skills to the administrative aspects of the position, I intend to increase operational efficiencies to better leverage the opportunities presented in my budget. Through this process, we will serve a greater proportion of the Orlando community and continually strive to live our mission of excellence.

I am excited about the possibility of joining the Community Success Center team, and my resume is attached along with this letter. I look forward to discussing my background in more detail, and can be reached at (555) 555-5555 or netID@nd.edu at your convenience. Thank you for your time and consideration.

Sincerely,

First Name Last Name