

Sample Cover Letter – Non-Profit Internship

Ithaca College
953 Danby Road
Ithaca, NY 14850

December 16, 2020

Yleana Leadership Foundation
222 Broadway, 19th Floor
New York, NY 10038

Dear Hiring Committee:

I am inspired by the Yleana Leadership Foundation's commitment to supporting students on a level playing field so they all can succeed. I am very excited to be applying for the Teacher/Counselor position that I saw on Handshake. My unique experiences, ideas, and passion for mentoring students have equipped me with the skills necessary to help spread the importance of diversity and excellence. I consider myself a proud first generation student at Ithaca College, and it is my dream to support a non-profit organization whose main mission is to provide education and awareness for students and help them get the opportunities they need to thrive with whatever they'd like to do.

In my endeavors as a student and social activist, I can appreciate and identify with an organization that prioritizes education and equality. In my experience as a Teaching Assistant in the Psychology department at Ithaca College, I exercise effective communication skills with students to cultivate a welcoming learning environment while supporting them with the course through in-class instruction and tutoring. As a Peer Career Advisor, I am trained to advise students throughout their career-searching process and to be able to connect personally with any student on campus. In my search to find a similar cause in which I can assume purposeful responsibility, I believe that the Yleana Leadership Foundation would be a great place for me to thrive and make a difference.

My passion for inspiring and encouraging students who often aren't encouraged runs deep and is rooted in my core values. As a result, I deeply admire the Yleana Leadership Academy's efforts to inspire the underserved community and prepare them for one of the most important times in their lives, which will help them get as many opportunities as possible by achieving a high SAT score. It was through the support of others that I was able to achieve a 690 SAT score on both the Math and Verbal exams.

In addition to participating in your summer academy, I would love to continue my involvement in your Follow-Up Program. Thank you so much for your time and consideration, I am happy to provide any additional information during a personal interview or via my contact information.

Sincerely,

(Signature)

(Typed Name)

Non-Profit Internship

Company Information:

The Yleana Leadership Foundation, a 501(c)(3) registered non-profit, is seeking Teacher/Counselors for its residential summer academies. Our two summer programs, the Socratic Summer Academy (SSA) and the Yleana Leadership Academy (YLA), serve the Foundation's mission of creating exceptional educational experiences for young people of all income-levels and preparing our students for success as people and professionals, while decreasing the achievement gap.

The Yleana Leadership Academy takes pride in serving rising high school seniors, the majority of whom are low-income first generation students of color from underserved urban areas. The Socratic Summer Academy serves students of all ages and locations. Funds generated through SSA go towards providing scholarships for students to attend YLA. To learn more about SSA, visit our website at <http://www.socraticsummeracademy.com>.

Our staff teach at both programs and interact with both groups of students. Our staff are people who are constantly generating new and better ways to do things, drawing on what they have seen, read, and experienced, who replace "I can't do that" with "Let's make it happen." We prefer instructors who can improvise, who are creative, who approach problems in unexpected ways, and who generally understand how to communicate the test to diverse groups of students.

What you'll be doing:

- Co-lead classes of 9-14 students on SAT Critical Reading, Writing, and Math according to the set Yleana strategies, and help students one-on-one
- Facilitate open, small-group discussions on topics such as race, class, and gender as part of our Issues curriculum
- Engage students in breakout sessions during our Design Thinking/Entrepreneurship class - which culminates in a camp-wide Shark Tank competition
- Lead students in after-class programs, games, and activities

The Teacher/Counselor intern will serve as a teacher and a camp counselor. If you have the brain of a scholar and the heart of a camp counselor, this is your dream job.

We'd love to hear from you if you:

- Are currently enrolled in an undergraduate program (required) or have a BA/BS
- Are able to achieve a minimum score of 670 verbal/670 math on internal SAT hiring assessment (required)
- Have prior tutoring/teaching experience (highly preferred)
- Have prior camp experience (highly preferred)
- Are an outstanding teammate
- Quickly adapt to unforeseen problems
- Love serving as a mentor/role model to diverse high school students
- Exude empathy, patience, and compassion for our students
- Are detail oriented and results-driven
- Can relate to our students, who are from historically marginalized communities and often the first in their families to go to college
- Are highly motivated to help our students succeed in graduating high school and matriculating to college

Camp will tentatively run from Wednesday 6/10/20 to Monday 8/10/20; staff must be available for the entire time. This time period encompasses both SSA and YLA.

- SSA takes place at Colgate University in Upstate New York and YLA takes place at Mount Holyoke College in Massachusetts.
- We will prioritize your application if you are available to teach at our Follow-up Program after the summer program. Run like a day of camp, it takes place on college campuses in each of our partner cities (Boston, Baltimore, NYC, Philadelphia) after the second session of camp is over. Pay is \$20/hour, and is in addition to/separate from the base stipend.

Diversity and equal opportunity are at the core of Yleana and our mission. We are committed to building a team that reflects the world. People who identify as members of historically underrepresented groups are highly encouraged to apply.