

Mary Diaz
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March 14, 2020

Joanna Pierre
Director
ABC Youth Services
123 Smith Street
Brooklyn, NY 11234

Dear Ms. Pierre:

I am interested in the Program Assistant position at ABC Youth Services that was posted on Indeed.com. I really have an interest in working with youth and hope to work with this population in the future. I believe that my skills and experiences will allow me to contribute to your program.

I am currently attending Kingsborough Community College and am working towards my Associates degree in Education Studies. While I am going to school, I currently work in the Career Center, where I greet and help students that come into the office. I also assist the staff with general administrative tasks. I have had experience working with children at the Happy Children Day Camp. I taught arts and crafts and helped the camp director and other counselors plan fun activities for the children.

In addition to my office skills and child care skills, I am fluent in Spanish, and I can communicate well with diverse individuals. I really enjoy working with young people, and I can bring great enthusiasm to this position. I know that I will be a great addition to your team.

My resume is attached with further details regarding my experience. I would appreciate speaking with you in person about my qualifications. You may reach me at 718-368-5115 or mary.diaz@gmail.com. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Mary Díaz

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