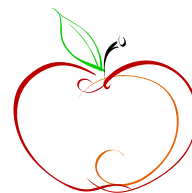


## **SAMANTHA A. GREEN**

100 LeMans Hall ♦ Notre Dame, IN 46556 ♦ 574-123-4567 ♦ sgreen01@saintmarys.edu



September 5, 2011

Ms. Melissa Richmond  
Senior Advisor  
TRiO Upward Bound  
122 ITC Annex  
Notre Dame, IN 46556

Dear Ms. Richmond:

I am writing to apply for the TRiO Internship opportunity with Upward Bound that I found on GO BELLES, the Saint Mary's College online job database. As a junior working towards a major in Spanish and a minor in Secondary Education, I am interested in this internship because of my steadfast passion to work with students from different socioeconomic backgrounds, as well as my desire to learn more about the relationship between education and poverty. Given my previous classroom field experiences and my strong volunteer background, I believe I would be a valuable asset to the TRiO Upward Bound Program.

The education classes at Saint Mary's College and my classroom experiences have prepared me to work with a variety of students. The classes in which I have observed and participated have been both culturally and academically diverse. Working with students ranging from remedial to advanced levels, often in the same classroom, has challenged me to use my creativity and flexibility in order to meet the needs of each student. This month I will be placed in a South Bend high school to begin pre-student teaching. I will remain with the same host teacher and classroom for the academic year in order to build one-on-one relationships. I believe that this classroom position, along with the TRiO internship, will allow me to bring new skills and insight to both experiences throughout the year.

In addition, I truly enjoy working with youth through volunteer opportunities. I am committed to working with students at La Casa de Amistad as a tutor and as a mentor. In the fall of 2010, I prepared a small group of high school juniors for the PSAT exam by reviewing how the test is scored, the test format, and test taking strategies. I also volunteered with Cross Cultural Solutions in Guatemala where I worked with low-income youth who did not have access to quality education. I was able to provide the children with a fun learning environment by creating engaging English and reading lessons. As a future educator, working with at-risk youth has always been a priority and passion of mine.

I have enclosed my résumé for your review. I look forward to the opportunity to discuss with you how I might contribute as an intern to the TRiO Upward Bound Program. If I do not hear from you, I will contact you the week of September 19<sup>th</sup> to ensure that you received my application materials and to inquire about scheduling an interview. If you have any questions, please feel free to contact me at 574-123-4567 or sgreen01@saintmarys.edu. Thank you for your time and consideration.

Sincerely,  
Samantha A. Green