

100 Main Street
Winooski, VT 05404

April 15, 2016

Ms. Sandra Bailey
Women's Center Coordinator
Saint Michael's College
Colchester, VT 05439

Dear Ms. Bailey:

Please accept my resume and cover letter in application for the Women's Center Assistant Coordinator position at Saint Michael's College. I am graduating in May from UVM and would be honored to be a part of your team. Your commitment to providing an inclusive learning environment that values diverse perspectives speaks to my professional and personal values and goals.

My internship at Steps to End Domestic Violence has allowed me the opportunity to strengthen my skills and gain experience working with a cause that I strongly believe in. During my tenure, I developed programming for a variety of audiences including volunteers, student staff, and the general public. My largest contribution centered on structuring educational programming for the community that focused on domestic violence. I co-created a series of educational panels over 10 weeks with multiple speakers from UVM and Chittenden County. In this role, I utilized and strengthened core skills in communication, organization, outreach and team-work. I promoted the events through social media and e-mail and spoke personally with community members about the mission of Steps to End Domestic Violence. I sustained these connections by continually inviting feedback and engagement. I am proud to say that the feedback we received was overwhelmingly positive and that each panel was well attended by the community.

In addition, my academic background in Gender, Sexuality and Women's Studies has provided me with a solid theoretical background in understanding issues of power, privilege and oppression. I am excited to apply for a position where I can use both my experience and education to positively impact the Saint Michael's community.

Enclosed is my resume and I look forward to discussing my qualifications with you. I can be reached at 802-338-8592 or by email at srobinson@uvm.edu. Thank you for your time and consideration.

Sincerely,

Sarah Robinson