

Patrice Camp

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Ms. Ann Nawaz
U.S. Department of Education
400 Maryland Avenue, S.W. (FB-6, Room 7E230)
Washington, DC 20202

Dear Ms. Nawaz:

My experiences and status as a third-year at the University of Virginia make me an ideal candidate for the summer internship program with the U.S. Department of Education, which I learned about at the Government and Nonprofit Career Expo in D.C. last month. Your agency is known for working to ensure equal access to education for every child and promoting educational excellence throughout the nation. I know that with my background and interest in helping youth, I am a good fit for your organization.

My volunteer work throughout college has confirmed my interest in and dedication to childhood education. By volunteering at Wesley Daycare in Charlottesville, Virginia, I learned a lot about child development by caring for children ranging from three months to three years old. During my time at Wesley, I had the opportunity to observe student and teacher roles and a variety of teaching techniques. Later, these skills became important when I volunteered with the Migrant Aid program and had the opportunity to tutor two high school students. I now look forward to serving as an advocate for youth education by working in your After-School Programs Division.

I am prepared for this administrative role as a result of my position as an intern at the Weldon Cooper Center for Public Service last summer. There, I coordinated internship placements for over 200 students in the Charlottesville community. More specifically, I collected and organized applications, corresponded with students and sponsors via email and phone, maintained an updated Excel database of all internship sites and sponsor contacts, and created orientation packets. I have honed the organizational and time-management skills necessary to be a successful intern with the Department of Education.

Thank you for reviewing my application. Should you have any questions, you may reach me using the contact information listed above.

Best regards,

Patrice Camp