

First & Last Name

Chestnut Hill, MA | email@bc.edu | (120) 232-4859

June 7th, 2020

First & Last Name, Nurse Recruiter
Boston Medical Center
One Boston Medical Center Place
Boston, MA, 02118

Dear Ms. First & Last Name:

I am writing to apply for the CNA position at Boston Medical Center, which was shared with me by Name, my clinical rotation supervisor last spring. I am drawn to Boston Medical Center's drive to not only provide exceptional medical care, but also to break down structural barriers impacting patient health before they walk through the door. Based on this mission and my own time working here, I can think of no better place to launch my professional career.

My clinical experiences at both Boston Medical Center and Beth Israel Deaconess Medical Center gave me the opportunity to aid in the care of patients with various neurological, cardiovascular, and psychological conditions. Through this role, I gained valuable experience establishing rapport with a wide range of patients. It is critical to me that patients trust the care they are under and feel heard by their healthcare providers, and my clinical experiences allowed me to have a hand in this process. A particular highlight for me was my ability to provide translation services to Portuguese- and Spanish-speaking patients, ensuring that language was not a barrier to patient understanding and comfort. In addition to communicating with patients, I also collaborated across interdisciplinary care teams to best address patient needs. My refined communication skills will serve me well as a CNA, allowing me to work efficiently and effectively toward patient and clinician goals.

Apart from my clinical experiences, my time volunteering at Italian Home for Children's intensive group home has contributed immensely to my desire to and skill in serving high-need populations. I was introduced to the organization in my first year through Boston College's PULSE program, a service learning course that carried a 12 hour per week service component, and enjoyed my experience so much that I continue to volunteer there for four hours every week. At the group home, I tend to 30 children with a variety of diagnoses, such as PTSD, ODD, and ASD. My work with this diverse population has equipped me with the ability to manage and coordinate interactions among patients with a variety of behavioral challenges, and to think on my feet in order to respond in times of crisis, both of which are crucial skills for the role of a CNA at Boston Medical Center.

Thank you for your time and consideration in reviewing my application. Please do not hesitate to reach out to me to speak further about my drive to provide compassionate and holistic care to high-risk and high-need populations in the emergency setting.

Sincerely,
First & Last Name

April 25, 2019

Office of Volunteer Programs and Internships
New England Aquarium
1 Central Wharf
Boston, MA, 02110

Dear Hiring Manager,

I am writing to apply for the position of Penguin Colony Intern. Through this internship, I hope to further the New England Aquarium's mission of increased public education on conservation efforts, while gaining valuable experience and technical skill by working alongside aquatic veterinary professionals. My extensive experience with animals, my strong interpersonal communication skills, and my passion for marine mammal conservation make me a qualified and capable candidate for this role.

This past summer, I completed a 400-hour internship at a wildlife rehabilitation hospital and education center. I executed medical examinations on injured wildlife, assisted in medication application, performed necropsies, and monitored patients daily by recording any changes in eating habits or behavior. Not only did this experience equip me with the technical skillset to work with animals, but it also taught me how to treat each animal as an individual, recognizing their unique behavioral traits and analyzing their individual data profiles to combat negative health developments. My role required me to think critically to problem solve efficiently and effectively in order to best tend to the needs of each animal. This experience will help me cater to each penguin in the New England Aquarium colony, making me attentive to their distinct behaviors to inform how best to interact with them and to note any changes that arise.

As a Penguin Colony Intern, I would be interacting with people just as much as I would with animals. As a Peer Career Coach at Boston College's Career Center, my role centers on interpersonal communication. I meet with five to seven undergraduate students a week to discuss career-related matters such as resume and cover letter review, the job search process, and skills and interest analysis. My job as a coach is two-fold: I must listen attentively to properly address the needs of the student, and I must convey new information to the student in a way that connects with them and their goals for the appointment. This communication style will allow me to disseminate information on the conservationist goals of the New England Aquarium to guests and respond intentionally to questions posed.

Thank you very much for your consideration, and I look forward to meeting and discussing this wonderful opportunity in more detail. If you have any further questions or concerns, please feel free to email me at email@bc.edu or call me at (282) 495-2838.

Sincerely,

First & Last Name

FIRST & LAST NAME

Medfield, MA | (737) 384-9395 | email@bc.edu | linkedin.com/name

September 16, 2019

First & Last Name, Hiring Manager
Sealy Behavioral Services, LLC
1 Boston Place, 26th Floor
Boston, MA 02108

To Mr. Last Name:

I am writing to apply for the position of a Part-Time Behavior Technician with Sealy Behavioral Services, LLC. Currently, I am a senior at Boston College studying Applied Psychology and Human Development, concentrating in Special Education, with a minor in History. My drive to work in the field of Applied Behavior Analysis for children with autism is inspired by my older brother, who is on the spectrum himself. This applied experience, in addition to my academic history within my major and my collaborative and communicative skills, make me a capable candidate for this position.

My coursework over the years has shaped my knowledge of and interest in the field of Applied Behavior Analysis for children with autism. In my Educational Strategies: Students with Special Needs course, I completed a semester long project in which I crafted lesson plans and protocol for eight fictional students, based on their individual learning profiles. In my Behavior Management of Students with Severe Special Needs course, I learned theory-based best practices for behavioral management across the disability spectrum, and evaluated three case studies over the course of the semester. The strong academic and theoretical base this coursework has given me will support me in its practical application in the Part-Time Behavior Technician role.

Much of my time outside of the classroom is spent volunteering with the Boston College Special Olympics team. Our Special Olympics team is made up of 25 adults with various intellectual and developmental disabilities, who practice soccer and volleyball with around 15 of 40 total Boston College volunteers once a week. As vice president of the organization, I collaborate with other schools in the Boston area to arrange two tournaments a semester, schedule practice time with the Office of Student Involvement, and coordinate the volunteers' practice schedules and agenda. Working with the Special Olympic team has not only brought great joy to my Boston College experience, but has also given me the opportunity to get to know and interact with individuals with a wide variety of special needs, which will grant me a diverse base of experience to pull from as a Part-Time Behavior Technician.

Thank you for taking the time to consider my application. I look forward to an opportunity to share more about my passion and qualification for this work. Please do not hesitate to reach out to me at my phone number or email address, listed above.

Sincerely,
First & Last Name