

KAELIN ALONS

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March 12, 2021

Dr. Elizabeth Pitts
Director of Career & Calling
Northwestern College
101 7th Street NE
Orange City, IA 51041

Dear Dr. Pitts:

I am excited to submit my resume and application for the Franken Fellow: Peer Career Mentor position. I learned of this job through a recommendation from XXXXXX. After examining the qualifications and requirements for being a Franken Fellow, I know I possess many of the skills you are looking for. Specifically, my class experience at Northwestern College, my job as a marketing intern, and my warm and welcoming personality make me a great candidate for this position.

At Northwestern College, I have taken classes that teach skills which are directly transferable to the Franken Fellow position. My Writing in the Professions course taught me how to write a resume and cover letter, create a LinkedIn profile, review my results from the CareerExplorer inventory, and put together a reference sheet. My exposure to these tools would make me a good resource as a Franken Fellow. I loved the CareerExplorer because it related so well to my talents and personality. It told me that I was a Maverick, Warm, Assertive, and Active—all traits needed to be an effective Franken Fellow.

As the CareerExplorer said, I have a very warm personality. My family and friends joke that I could hold a conversation with the wall and get it to respond. Also, as a psychology minor, I have studied active listening, which is a necessary skill for communicating with my peers as a Peer Career Mentor.

Finally, my experience working at the Huizenga Law Firm has prepared me to do the various tasks required of a Franken Fellow. I successfully navigated the interview process and learned how to thrive in the professional world in the way I communicate, dress, and manage my time. At my job, I primarily work in marketing. I run the law firm's social media accounts and plan events. Before COVID-19, I planned two seminars a month throughout various towns in Northwest Iowa by finding and booking venues, sending invitations, calling to confirm attendees, and providing print resources. I would be a great resource to the Compass Center as we plan and host events throughout the next year.

I would love to discuss my qualifications with you in person, over the phone at 712-XXX-XXXX, or through email at xxxxx@gmail.com. Thank you, Dr. Pitts, for taking the time to read through my resume and cover letter and considering me for this position.

Sincerely,

Kaelin Alons