

Dear Hiring Manager:

I am writing to express interest in the position of Recruitment Specialist with the Year Up Program. I have included a copy of my resume for your review. You will find that I have extensive experience in recruiting and engaging young people, building relationships with community partners, and making presentations to groups both large and small.

Below is a comparison of your job requirements and my qualifications:

| <u>Your Job Requirements</u> | <u>My Qualifications</u> |
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| <ul style="list-style-type: none">• Develop and implement a recruitment plan to build a strong pipeline of prospects for each recruitment class• Build and maintain relationships with local high schools and community based organizations that work with young adults• Enter data and manage reports to ensure data integrity along your company's standards, and track weekly progress toward recruitment goals• Host information sessions for interested candidates and present a compelling message to inspire them to apply for program admission | <ul style="list-style-type: none">• Developed recruitment plan for assigned area, implementing it weekly for successful identification of 50+ potential candidates monthly• Recognized for follow up with prospects, parents, and case workers to ensure that interest translates to enrollment (91% success rate)• Connects with local high schools and other youth organizations on a weekly basis, meeting with principals, counselors, and case workers• Volunteers with partner organizations to strengthen relationships and create buy-in with decision-making parties• Enters case notes into online database for caseload of more than 150 candidates monthly• Tracks weekly progress toward recruitment goals, reporting progress to manager and project director• Hosts information sessions for Job Corps program to interested candidates twice weekly• Recognized by colleagues for ability to relate to young people and compel their interest in program |

I would welcome the opportunity to discuss further ways that I could benefit your team. I am passionate about investing into the lives of young people, and feel that your organization would be a great place to utilize my talents and skills. Please feel free to contact me should you have any additional questions – I look forward to hearing from you soon.

Sincerely -

Hank Roberts