

Letter of Inquiry

300 Franklin St., Apt. 2
Harrisonburg, VA 22801
March 20, 2003

Ms. Tina Miller, Director
YMCA of Greater Atlanta
599 Mitchell St.
Atlanta, GA 30314

Dear Ms. Miller:

Dr. Smith, a professor of mine, gave me your name and suggested that I contact you. I am writing to inquire about opportunities within your organization. I am a senior psychology major graduating in May and I am very interested in working for a nonprofit organization such as the YMCA.

Classes such as Social Psychology, Developmental Psychology, Counseling Psychology and Psychology of Child Abuse and Neglect have given me a strong human services background. In addition to my studies, I have volunteered as a Big Sister to an at-risk eighth grader and am completing an internship at the Virginia Department of Youth and Family Services. This combination of education and experience has given me many counseling, interpersonal communication, and problem-solving skills that would be an asset in an organization dedicated to helping others.

As you can tell from my experiences, I have a strong desire to work with children and adolescents. I have read about the teen pregnancy prevention program at the YMCA of Greater Atlanta and would like to work in this type of program. My summers have been spent working for my hometown YMCA as an activities counselor. This experience not only enhanced my skills in working with children and adolescents but also taught me how important organizations such as the YMCA are to children and their communities. It is my goal to use both my experiences and educational background in a position with a nonprofit organization such as the YMCA.

If possible, I would like to spend approximately 20 minutes talking to you about the YMCA of Greater Atlanta and any potential openings. I realize that you may not have any positions to fill at this time but would still like the opportunity to talk to you about the organization and the human services field in general. I will call you next week to find out if this is agreeable to you. I have enclosed my resume so that you may become more familiar with my skills and qualifications. Thank you for your time and consideration. If you need to reach me I can be contacted at 540-432-0000.

Sincerely,

Jason Keller
Enclosure