

December 9, 2019

6016 Larch Street  
Vancouver, V6M 4E4

Kelowna Downtown YMCA  
1011-505 Doyle Ave  
Kelowna, BC V1Y 6V8

To Whom It May Concern:

I am writing to you to express my sincere interest for the position of Local Coordinator at the YMCA Summer Work Student Exchange Program. I have always had a passion for education and interacting with youth. I find the focus and motivation behind this program not only crucial to the rich experience of learning second languages and culture, but also in alignment with my own personal interests.

Experience in the field of education has given me exceptional interpersonal skills as well as the ability to work in dynamic environments through interacting with a wide range of people. For example, as a Science Facilitator at Science World, I was constantly immersed in a teaching environment where customer service and problem-solving were at the forefront of my job. Not only had I developed exceptional communication skills orally, and in writing, I have become very flexible in problem solving under time constraints and well.

This past summer in my role as a high school camp instructor, I planned curriculum and led 8 weeks of camps, including an overnight camp where students from all over Canada explored attractions in Vancouver. As a student at UBC, I am very familiar with the city of Vancouver, having gained knowledge of its culture through activities and programs, making me a suitable candidate to navigate through the city to different employer workplaces and homes. Being a past participant in the SWSE, I am very familiar with the expectations and learning goals of the program. This experience also heightens my ability to understand and help youth participating in the upcoming session.

Currently, in my role as the Teacher Pro-D Instructor I execute and plan Professional Development events for teachers. This position has allowed me to be more adept at meeting tight deadlines, be more productive, and manage time more effectively. The initiative I take allows me to work collaboratively and creatively with the members of my team and serve as a liaison between Geering Up and educators across the lower mainland.

I would appreciate a role in contributing to the development and innovation the YMCA is making for youth. Thank you for your consideration, I look forward to speaking with you further.

Sincerely,



Jenny Zhu