

Warren Wilson
CPO XXXX, 701 Warren Wilson Road
Asheville, NC 28815

July 1, 2019

Name of Organization
Street Address
City, State Zip Code

Dear Hiring Committee:

Since learning of Arts For Life I have admired the work and dedication the non-profit provides for children and their families facing serious illness. I believe my experience and passion qualify me for the 7th Floor Outpatient Clinic Program Coordinator position. As a current Arts For Life volunteer, I am intrigued by this opportunity because of my genuine love for arts and crafts, experience in volunteer management and teaching, and passion for positive health care experiences.

Art will always be connected to who I am and through teaching I've seen how my passion can inspire others. When I studied abroad I worked at a school with children who did not speak English. I was an outsider, couldn't speak their language, and was at a loss for how to connect. Art is how I became an insider; it broke down the barriers. As a current inpatient visual arts volunteer, each week I develop new lessons or use the Arts For Life curriculum, and I see how every lesson is fulfilling Arts For Life's mission. By encouraging positive health care for children and their families, I have witnessed how art can enrich lives, nurture minds and spirits. Being a current volunteer allows for me to have an insight into supporting new and current volunteers. My background working with volunteers and teaching art has taught me how to effectively work with and address the needs of a variety of people, while being able to empathize and understand their needs and personal challenges.

My last two positions were both new positions to Warren Wilson College. In laying the foundation for these positions, creativity, initiative, and organization were necessary for success. Since these were both one year positions, documenting and communicating with staff and volunteers was crucial for the programs to be sustainable. This experience will translate well into working in a fast paced environment. In my current position I implemented an environmental education program. In developing this program I recruited and trained, supervised, and communicated with volunteers throughout their teaching process. I worked with student volunteer leaders to implement ongoing evaluation and reflection of their volunteer experience. I worked with 14 college students' schedules so they could teach over 350 hours of environmental education lessons in between their classes and work. My experience working with volunteers and program management will translate well into working with volunteers as a Program Coordinator.

As the Fiber Fellow my primary role was to manage the day-to-day operations of the fiber studio. I implemented a cleaning schedule, maintained organization of supplies and equipment, and keep track of supplies. I organized students and staff to move the entire studio, including eight floor looms, into a new building in less than three hours. I am a solution-oriented person who enjoys working with others to achieve goals.

Arts For Life's commitments to enrich patients' lives and encourage positive healthcare experiences resonate deeply with me and I would be thrilled to contribute to these values in a staff position. I realize this is a current opening. I am finishing my VISTA year in August and then going to Guatemala until early October in order to hone my Spanish language skills and further develop my weaving abilities. My biggest inspiration in going to Guatemala has been working with families who speak Spanish in the hospital. I believe this experience will make me an even better candidate for the Program Coordinator. If this opening is able to wait until October or another position with Arts For Life opens I would love to be considered. I am confident that I possess the skills and leadership that would make me successful in this position. Thank you for taking the time to consider me for the 7th Floor Outpatient Clinic Program Coordinator position. I would love the chance to meet with you to further discuss my qualifications. I look forward to hearing from you.

Sincerely,
Warren Wilson