

**Riley Chen**  
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Dear Hiring Manager,

I am writing to express my strong interest in the full-time Youth Program Coordinator position with Girls Inc. of Orange County. I will be graduating from the University of California, Irvine this June with a B.A. in Psychology. Throughout my academic career, I have focused on child development and educational support, and I am particularly drawn to Girls Inc.'s dedication to ensuring girls in our community have equal standing in education and their future careers. I am eager to begin my professional journey with an organization that is actively working to close these opportunity gaps for young women.

During my recent Field Study at the Boys & Girls Club of Santa Ana, I gained hands-on experience that directly prepares me for this role. Over the course of 100+ hours, I transitioned from observing staff to actively facilitating after-school activities for groups of 15-20 elementary students. I learned how to effectively manage classroom dynamics, mediate small conflicts between students, and adapt lesson plans when energy levels were low. This experience taught me that successful programming requires not just good planning, but also flexibility and patience to handle the unexpected, which are skills I am ready to bring to the Girls Inc. Team.

In addition to my field experience, my Psychology degree has given me a deeper understanding of the social-emotional needs of young people. My coursework in *Social Psychology* helped me understand the importance of peer influence, which I found incredibly useful when trying to build a positive culture among students during my internship. I am organized, reliable, and passionate about creating safe spaces for youth to grow.

I am excited to transition from my role as a student intern to a full-time professional. I believe my background in psychology and my direct experience working with local youth make me a strong candidate for the Program Coordinator role. I have attached my resume and would appreciate the opportunity to discuss how I can contribute to your programs.

Sincerely,

Riley Chen