**Olivia Pope**
One University Place, Chester, PA 19013 • (610) 499-1271 • careers@widener.edu

October 15, 2019

Juveile Probation Office

Commonwealth of PA

123 Spring Ave.

Collegeville, PA 19426

Dear Hiring Manager,

As a Junior Criminal Justice major at Widener University with a passion for helping children, I am applying to your Juvenile Probation Officer position. Through my roles as an intern at the Chester Education Foundation and as Vice President of Widener’s 4 Peace and Love organization I have learned how to utilize empathy, listening, and communication to provide a safe space for youth to turn to in their times of need. Growing up in Chester, I witnessed countless juveniles caught up in the punitive criminal justice system. When seeking help they were often faced with a disregard for their needs. It is my goal to gain experience in this field to learn how to appropriately rehabilitate juveniles and decrease recidivism. Serving as a juvenile probation officer will allow me to live my lifelong passion and give back to my community.

While at the Chester Education Foundation I served as an intern for data management. In addition to this role, I tutored students from 6th-12th grade in various topics ranging from homework to course comprehension. Through my data management position, I learned how to communicate effectively with different companies and organizations in order to relay important and personal information. I became well versed in OSHA confidentiality policies while processing sensitive documents such as tax forms, personal addresses, criminal records, and social security numbers. With each transaction I ensured that personal information was safe and secure during delivery to the next recipient.

As a tutor, I learned the significance of developing a rapport with students by forming interpersonal relationships with each person I interacted with. When I noticed one of our very studious members isolating himself, I utilized a soft approach to engage in conversation to gain an understanding what had changed. Through this interaction I learned that the student was becoming stressed due to wanting to get a job to support his family rather than pursing his diploma. I used this moment to share my own experiences and teach this student about the importance of education. Overall, through working at the Chester Education Foundation I learned that each person wants someone to listen and care. It is this empathetic approach that drives my desire to work in juvenile probation.

After reviewing my resume, I hope you will agree that I am the competitive candidate you are looking for. I welcome the opportunity to discuss how my specific skills and experiences will benefit your organization during an interview. Please feel free to contact me with any further questions. Thank you for your consideration.

Sincerely,

Olivia Pope

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