

509 Northgate Road, #112
Madison, WI 53702

December 2, 2008

Anita Cramer
Director
Association for the Americas
1630 Connecticut Avenue NW
Washington, DC 20009

Dear Ms. Cramer:

In researching non-profit organizations serving the Latin American community, I saw the listing for the Community Liaison position on *The Chicago Tribune* website. I am writing to apply for this position at the Association for the Americas in Washington, DC.

In May 2009, I will be graduating from University of Wisconsin-Madison with a Bachelor of Arts in Latin American, Caribbean, and Iberian Studies and a minor in Social Welfare. Since 2005, I have been involved with the Latino community through my studies abroad and my extensive travel throughout Latin America. My experiences with Latino culture have increased my desire to use my knowledge of both the Spanish language and Latin American cultures to advocate for Latino communities in the United States. As evident from my resume, I have a track record of accomplishments and commitment to community service. These volunteer positions taught me about interacting effectively with diverse groups of people and confirmed my interest in helping others. I am dedicated to serving the Latino community.

Furthermore, I have gained significant experience developing my communication skills, which I would be able to contribute to the Association of the Americas. In my classes I have given numerous presentations, including one to my senior seminar class where I synthesized a presentation examining the effects of anti-immigration legislation on the Latino communities in the Midwest. My experience at the Rape Crisis Center also called upon these skills as I often had to assist women who were very upset, provide intake counseling, inform them of the support and legal options available to them, and help them through the recovery process. Throughout everything I have been involved with, I have realized the importance of clearly and accurately communicating even in difficult situations. I would love to use these skills to advocate for legislation and help community members find the resources available to them.

I am impressed by what I have learned about the Association of the Americas. The humanitarian work you do, the populations you serve, and your organization's mission statement are aligned with my own passions and interests.

Enclosed, please find a copy of my resume for your consideration. I will contact you within two weeks to verify you have received my materials. In the meantime, if I can provide you with additional information, please contact me at 608-555-1298 or tcollins@gmail.com. Thank you for your time and consideration.

Sincerely,

Tracy Collins