

May 1, 2020

"The Executive Director of the Agency your Applying to" or "Hiring Director" for all other Applicants

Penn Student Agencies – Williams Cafe
255 S. 36th Street
117 Williams Hall
Philadelphia, PA 19104

Dear Hiring Director;

I am writing to express interest in the Williams Café Barista position. As part of the Work Study Program at the University of Pennsylvania, I have to work to cover my cost of living.

However, being part of a fun and energetic family, they always taught me that work doesn't have to be the boring part of everyone's day or what people complain about. Work can be an enjoyable place to make new friends and help other people. When I found out about the barista position, I knew it was the perfect job for me.

Besides having a few friends that work in William's Café and have told me about their amazing experiences there, Williams Café has always had a great reputation for its customer service. I am excited for the opportunity to work with a spirited and friendly crew. I have always been a very social person and I love to work with others.

I have a lot of experience in teamwork. During my first semester of freshman year, I took a class called Wharton 101 that made the students work in teams and develop leadership skills as well as teamwork skills. My team and I worked with a client, Love Letters for Literacy, to solve their social media problem and help them develop a global ambassadors program, expanding their non-profit organization to various parts of the world. This class helped me develop my problem solving skills, learn how to work with a team, communicate, and consider everyone's ideas so we could reach the best outcome possible for our client. I was also part of the student council in high school and the class board. Moreover, I have always liked to challenge myself and participate in various extracurricular activities while still striving for good grades, which has taught me how to manage my time and that is a skill I will definitely apply to my job.

Furthermore, Williams Café is one of the student-run businesses in Penn Student Agencies. Working in a student-run business provides a great opportunity to learn how to run a business and how to manage a group of people. Since I intend to concentrate in Management, working at Williams Café can give me the perfect hands-on experience to learn about management outside of a classroom setting. I hope you'll give me the opportunity to speak with you and discuss my qualifications, and to work for Williams Café. For any further information or questions, please feel free to reach out to me.

Sincerely,

A Student who later went on to become an Agency Director (Student Leadership)

FALL 2020 CLASS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 AM					
09:30 AM					
10:00 AM				MATH 103 204	
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM	MATH 103 001		MATH 103 001		MATH 103 001
12:30 PM					
01:00 PM	BIOL 101 001		BIOL 101 001		BIOL 101 001
01:30 PM					
02:00 PM	SPAN 130 312	SPAN 130 312	SPAN 130 312	SPAN 130 312	BIOL 101 113
02:30 PM					
03:00 PM		WRIT 002 308		WRIT 002 308	
03:30 PM					
04:00 PM					
04:30 PM					
05:00 PM					

Extracurricular/ Other Commitments

Club 1

- 2 hours weekly
- GBMs on Monday nights at 8pm for 2 hours.

Please be sure to include a resume or CV in addition to these pages.