**Barbara Broussard**

**May 25, 2023**

**1000 Vermont Ave NW 12th Floor,**

**Washington, DC 20005**

Dear Hiring Manager,

I am writing to apply for the Program Manager, Community Inclusion position at Global Ties U.S.

As your Program Manager,

I would gain the ability to further my management and team coordination skills by creating, implementing, and executing diversity training courses. I would earn experience in creating training materials that would be meant for asynchronous use. Additionally, I would get the chance to use my data analysis skills in practice to evaluate the effectiveness of the training implemented.

My previous skills as a trainer and substitute teacher have taught me how to express the same idea in multiple ways to maximum understand for the learner, as well as how to get the most effective feedback for course optimization. My time at Fish Camp and in gender studies at American University taught me diversity intersectionality, as well as how intersectional identities affect each person and where prejudice can be buried in some of the most innocuous of actions and comments. My previous position as a substitute has increased my presentation proficiency as well as how to adapt to unfamiliar situations quickly. My stint in Orientation at the State Department allowed me to aid in the planning, execution, and analysis of a training program, as well as how to better improve a training program with user feedback. Additionally, while not listed on my resume, I do have experience with volunteer management and minor event planning, but not in a formalized capacity.

Lastly, I hope that I can aid you and your team in your work at Global Ties U.S. My

personal desire to be part of a system that is actively working toward creating more connections between countries, as well as helping to create mindsets to create cultural understanding is something I feel strongly about, and having the opportunity to do so would be a welcome addition to my career. I have always had a growth and community mindset and Global Ties U.S. feels like a good fit for my personality and future personal goals.

Thank you for reviewing my qualifications. If you would like to schedule an interview, my email is barbara.broussard.aco@gmail.com. I hope to hear from you!

Best,

Barbara Broussard