

## Lindsey Baltz, M.Ed., GCDF

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NAME

Lambda School

ADDRESS

Dear X,

When I first read about Lambda School in 2018, I was impressed by the mission to provide career-building skills, tuition free. The last time a Career Coach position was posted, I was in the process of receiving a promotion at work and was unable to go after the opportunity. After speaking with Caitlin Forehand and Nilza Santana-Castillo, current Lambda Career Coaches, I knew when a position was posted again, I couldn't miss out on the opportunity. Lambda's mission of providing loan-free education is inspiring and the ability to work remotely with talented students across geographic regions is exciting. This is something I want to be part of and contribute to its success. It is with great pleasure that I am applying for Lambda's Career Coach position.

I bring over 6 years of experience working with technology-minded students in a university setting, working closely with recruiters to understand what they are looking for and what they want to see when candidates submit their resumes and interview with them. Taking the knowledge I gained through recruiters, I have successfully helped students target their resumes, cover letters, and interview preparation toward the specific jobs they are looking for.

My ability to pick up new technologies quickly has landed me increased responsibilities in the offices I've been a part of, including becoming the technology lead for Handshake and working as part of a team to implement Slack which has replaced most email communications within the Career Center at the University of Delaware. I also started presenting my workshops as Zoom webinars, the first in my office to do so. I'm excited by learning new skills and using technology in order to enhance career coaching services and with these experiences will easily be able to adapt to Lambda's distributed work model.

Customer service is at the heart of everything that I do. Whether that is creating a custom job-search strategy with a student, covering an appointment or workshop for a coworker if they need to call out, or sharing best practices with a new employee, I am constantly looking for ways to do my part to help others and make their experience a positive one.

I appreciate you taking the time to review my application for the Career Coach position. I hope to speak with you more about my skills and how I would be an asset to Lambda School. If you need to contact me, I can be reached at [phone number] or [email]

Thank you again for your time and consideration,  
Lindsey