

MADELINE URBANI

2611 Standish Drive, North Vancouver, BC | 604-679-7099 | maddyurbani@gmail.com

April 3rd, 2025

Dear West Vancouver Memorial Library Hiring Team:

I am writing to apply for the Summer Reading Club Assistant position as posted on the district of West Vancouver job listings. As a Gender Studies student and hopeful future teacher I believe strongly in community development, the power of literature, and engaging childhood education. I would love to bring my children's camp experience and administrative skills to this organization through the Summer Reading Club Assistant position.

Through my work as an instructor at Pedal Heads Bike Camp, as well as my volunteer experience at Seymour Dance School and Parkgate Community center I have been able to work with children multiple times and truly thrive in those workplaces. Through Pedal Heads I learned how to effectively communicate with both parents and children, work independently on lesson plans, and use teamwork to provide the children with the best possible camp experience. Organizing crafts, reading to the children, and generally finding ways to make riding bikes the most engaging activity possible was a large part of my responsibilities, and also the duties I enjoyed the most. I also have experience in various administrative operations. My work at Stikeman Elliott Law Firm included organizing and digitizing records, communicating with clients, billing and timekeeping, as well as generally supporting the Corporate Services group in accomplishing any task they needed assistance with. This work also developed my computer program skills through use of Microsoft programming and various billing and timekeeping software.

My schooling in the gender studies program at the University of Victoria has made me very passionate about inclusivity, cooperation, and community engagement. As a passionate user of various Vancouver libraries throughout the years, this position would truly be a dream job. Thank you for taking the time to consider my application. I feel very passionately about the values your organization is founded on and hope to meet with you in person to further discuss my experience and to learn more about the position.

Sincerely,

Madeline Urbani