October 8, 2022

Mr. Irwin Batara,

Director of Human Resources

YWCA Seattle

1118 Fifth Avenue

Seattle, WA 98101

Dear Mr. Batara,

I recently read that the YWCA raised $1.36 million through the 2022 Inspire Luncheon series! Congratulations on this milestone in eliminating racism and empowering women.

Challenges always accompany achievements, and because of the recent economic upswing, I imagine that the YWCA will need more integrated employment tools for clients going forward. I would like to share a few ideas regarding the open Employment Specialist position (#15-1414). Here are my initial thoughts on how we can address the above challenge:

1. Develop job training with WorkSource that specifically meet YWCA client needs.

2. Equip individuals experiencing homelessness with current job search tools (e.g., LinkedIn profiles) and help them maintain those tools.

3. Use existing tools and new surveys to gauge each client’s work interests.

Your job ad noted that you require a professional to coach clients in developing job skills and provide them with support services. As a Case Manager at YouthCare I worked as a part of The Tile Project, where I helped ten homeless youth develop writing skills, create art, and ultimately get off the streets. I also supported each client’s individual empowerment through job training, increasing the youth job placement rate from 35% to 50%.

I am a Seattle native, and as someone who cares deeply about our community the YWCA’s work of providing individuals with tools to overcome poverty and discrimination is extremely important to me. I would be an effective contributor to that work and plan to exceed expectations as your Employment Specialist.

I will follow up with you this coming Monday, October 1st. Meanwhile, you can contact me at 342-4442-3542 or via email at janeaustin@gmail.com.

Sincerely,

Jane Austin