

Hiring Manager  
826 Boston  
3035 Washington Street Roxbury, MA 02119  
After-School Tutoring Program Assistant

Dear Karen Sama,

I am applying for the After-School Tutoring Program Assistant position as I saw advertised on the [826 Boston website](#). As a current intern in the After-School Tutoring program, I have experienced first-hand the mission of 826 Boston to empower youth to share their voices and their stories. Prior to this internship, I strived to assist the people in my life to embrace their creativity and share their writing. 826 Boston gave me the opportunity to apply that goal to a broader student community.

Learning the skills to write and present a compelling story, idea, or vision can set up students for success in any professional domain. These skills are equally integral to establishing strong relationships and effective communication. My writing, editing, and communication skills gained through a lifetime of independent writing and through the Professional Writing and New Media concentration I will complete at the University of Massachusetts, Boston, in December 2021, have enabled me to be an effective coach in this internship. Additionally, my prior professional experience in mentorship and my enthusiasm have proven equally as valuable to building the confidence of young writers.

As the point-person for in-person and virtual student tutoring sessions, I have demonstrated my ability to ensure students and tutors are successful in accessing materials and collaborating in individual sessions. Additionally, as an observer, I provide support to tutors in recommending best practices and coaching. In one instance, I noticed a tutor was struggling to keep a student engaged and motivated once the student had finished his assignments. As I heard them start talking about basketball, I asked the student "What would you do if Jayson Tatum knocked on your door?" which then prompted an enthusiastic response. I suggested he write a story about it, and the student spent the remainder of his session working on an imaginative story followed by a screenplay. Opportunities like this have allowed me to demonstrate my skills in coaching, drawing on my past experiences mentoring staff in the Sales and Hospitality industries. I've shown that employing different strategies – using icebreakers to start a conversation, asking questions about the student and their interests, and taking breaks for word games like Mad Libs – are effective in engaging a student and prompting them to be productive and creative.

I also recognize that this role is part of a mission-driven team. As I expand my skills and look to grow, I have challenged myself and continue to be challenged to understand the culture of an inclusive professional environment. One Friday leaving work, I casually said, "You guys have a great weekend." Within minutes, I realized my mistake in addressing my colleagues in terms that they do not identify with. I followed up with my supervisor to acknowledge my mistake. I value accountability, and I am actively looking to grow my skills and professional experience. 826 demonstrates the values of accountability, empowerment, and integrity. Joining the organization is the growth opportunity I am seeking, and I believe I would be a valuable contributor to the team and the community.

I look forward to the possibility of continuing employment with 826 Boston and thank you for the time you've taken to consider my application.

Sincerely,  
Sean Barney

# Sean Barney

41 William Street, Apt. 1 ♦ Cambridge, MA 02139 ♦ Phone:  
617.388.3425 ♦ Email:  
[seanbarney897@hotmail.com](mailto:seanbarney897@hotmail.com)

## SUMMARY

Accomplished writer, actor, and bartender with extensive knowledge of the restaurant industry, sales, and events marketing. Seeking a challenging and creative opportunity to use my writing and networking skills in fostering community relationships.

## KEY QUALIFICATIONS

- Exceptional writing and interpersonal communication skills
- Ability to be a collaborator and build strong relationships and community
- Critical thinking and creative mindset
- Willing and able to work in a fast-paced, rapidly changing environment
- Proficiency in Microsoft Office Suite, Google Suite, Adobe Photoshop, SugarCRM, Zen Desk, Facebook, Instagram, Twitter

## EXPERIENCE

### **826 Boston, Boston, MA**

September 2021 – Present

*Position: Family & Community Partnerships and Out of School Time Intern*

- Coordinate and setup tutoring sessions between staff and students via Zoom
- Tutor students K-12th grade in completing homework assignments for math, writing, and reading comprehension
- Provide technical troubleshooting help to staff
- Compose community outreach emails
- Assist program coordinator in developing educational prompts for the educational See-Saw application

### **Grand Ten Distilling, Boston, MA**

March 2016 – December 2019

*Position: Head of Sales*

- Collaborated with distribution representatives and networked with referrals to promote growth
- Fostered community growth and brand recognition across localities, distributors, and patrons
- Facilitated in-person tastings for existing and prospective clients
- Supported product marketing and communications to follow-up after tastings and events
- Composed copy for new products and company promotional events

### **Hulafrog, Cambridge, MA**

March 2015 – March 2016

*Position: Managing Editor*

<https://hulafrog.com/cambridge-ma>

- Created event calendars for families and published email newsletters.
- Leveraged online, local, and social media marketing strategies to build and grow an audience of loyal parents in Cambridge.

**Il Casale, Lexington, MA**

March 2014 – October 2015

*Position: Bar Manager/Bartender*

- Developed strong relationships with vendors, brewers, and distilleries
- Organized and hosted beer dinners which paired special food menus with craft beers
- Fostered relationships with guests and developed community
- Hired, trained, and mentored staff
- Assigned schedule shifts
- Managed inventory and purchase orders
- Created cocktail and drink menus
- Bartended five nights a week

**Il Casale, Belmont, MA**

August 2012 – March  
2014

*Position: Bartender*

- Demonstrated excellent customer service and deep knowledge of the food and wine menus in this busy high-end Italian restaurant.
- Fostered relationships in the community and developed cocktail menus.
- Promoted to Bar Manager to open new Il Casale in Lexington

**EDUCATION**

Candidate for Bachelor of Arts

University of Massachusetts, Boston, MA

2020 – 2021

Professional Writing

Bachelor of Arts

Suffolk University, Boston, MA

1996 – 2001

Theater / English

ROVO Pictures  
Staff Writer  
[Indeed.com](https://www.indeed.com)

Dear Hiring Manager,

I am applying to the staff writer position as I saw advertised on [Indeed.com](https://www.indeed.com). I have over 20 years' experience writing, acting, and consuming sci-fi television and film. I am excited about this opportunity to marry my writing, editing, and marketing skills with my passion for film.

My favorite writer is Douglas Adams. The inane bureaucracy that he brings to *The Hitchhiker's Guide to the Galaxy* makes comedy out of serious inequalities. He makes war feel relevant and real, for example, but also makes us laugh at ourselves even when we are led to understand the consequences of our actions. A simple towel in this story acts as both grounding reality and farce.

"What the strag (strag: non-hitch hiker) will think is that any man who can hitch the length and breadth of the galaxy, rough it, slum it, struggle against terrible odds, win through, and still knows where is towel is is clearly a man to be reckoned with."

I have extensive knowledge of film and pop culture. Watching film and television, I constantly critique the writing and think about what I might do differently. I'll ask myself, "Has someone done this? Did it work? Is it too obvious?" I have been working on various TV series and pilots over the last ten years. One of my recent projects is a four-episode arch of a *Twin Peaks*-esque story that takes place in the Bridgewater Triangle in Southeastern Massachusetts. For my personal research on the Bridgewater Triangle project, I spent a few nights camping in the Freetown State Forest to get a feel for the atmosphere and the surrounding area. I believe research is essential to creating a compelling script, but I also enjoy the process. To make people suspend their disbelief, the key elements of a story need to be grounded in truth and honesty. What makes Margaret Atwood's *The Handmaid's Tale* compelling is how she tweaks the future in small progressions – her details of everyday interactions between characters are relatable so you can see the progression and regression of a society. You don't feel like you are a bystander because you recognize yourself in the characters and are horrified at the evolution.

In 2020 I returned to the University of Massachusetts in Boston to complete my degree in Professional Writing and New Media. I am currently an intern at 826 Boston, running the After-School Tutoring Program. I schedule and pair students in grades K-12 with tutors to work on writing assignments and other subjects. I perform research to maximize the potential of each session and assist tutors in brainstorming ideas, writing prompts, and creating activities to encourage students to find their voice. I enjoy working as part of a team, whether at 826, in the classroom, or with writing partners on my own scripts.

Thank you taking the time to consider my application. I look forward to hearing from you.

Sincerely,

Sean Barney

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## SUMMARY

Accomplished and talented writer and actor with a background in theatre and entertainment writing. Adept at producing strong content within strict deadlines. Skilled in cultivating a strong network of professional relationships.

## KEY QUALIFICATIONS

- Exceptional writing and interpersonal communication skills
- Ability to be a collaborator and build strong relationships and community
- Critical thinking and creative mindset
- Willing and able to work in a fast-paced, rapidly changing environment
- Proficiency in Celtx, Microsoft Office Suite, Google Suite, Adobe Photoshop, SugarCRM, Zen Desk, Facebook, Instagram, Twitter

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## Actor

Role	Play	Company
<i>Connor</i>	MacKenzie (2005)	South City Theatre
<i>Odysseus</i>	The Trojan Whore (2005)	Mill 6 Collaborative
<i>The Spy</i>	Cloak and Dagger (2003)	Rough and Tumble
<i>The Camera Man, Director</i>	Archimedes Abercrombie Makes a Movie (2003)	Rough and Tumble
<i>Lewis Chatham</i>	Adria (2002)	Rough and Tumble
<i>Papaya</i>	The After Rhyme (2002)	Rough and Tumble
<i>Tour Guide</i>	The Red Brick Line (2002)	Rough and Tumble
<i>The Kid</i>	Dr. Mee Mee's Mysterious Machine (2001-2002)	Rough and Tumble
<i>Player</i>	The Becket Project (2001)	Industrial Theatre
<i>Sam</i>	Largo Desolato (2001)	Industrial Theatre
<i>The agent</i>	Lost in the Labyrinth (2000)	Rough and Tumble
<i>Player</i>	What He Was When He Was (2000)	Industrial Theatre
<i>Boone</i>	Apocalypso! (1999)	Industrial Theatre

## Writer

### Play

Fart Jokes Aren't Funny (2007)		Film
The Sexfold	(2005)	Devenaughn Theater
The Residential Debates	(2004)	Industrial Theatre
The Seventh Floor	(2003)	Industrial Theatre

## EDUCATION

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Theater / English