



Residential Staff Cover Letter Guide

Purpose

Your cover letter should show that you can support high school students in a residential setting by maintaining safety, structure, and a positive community while encouraging academic success.

Required Cover Letter Prompts (Answer all 3)

- Why do you want to work for Upward Bound at College of the Redwoods this summer?
- What challenges or life experiences make you an ideal role model/mentor for our high school students? (academic, social, economic, etc.)
- Summarize your most relevant experience working or volunteering with youth, and the impact it had on you and the ones you served.

What to Include (Must-Haves)

- Availability: confirm you can work the full program dates and the required schedule (evenings/weekends and overnights, if applicable).
- Youth supervision experience: camps, dorms, after-school programs, coaching, mentoring, tutoring, childcare, etc.
- Safety and professionalism: boundaries, mandatory reporting awareness, calm response to conflicts/emergencies, and willingness to document concerns.
- Community-building: how you promote belonging, handle roommate/conflict issues respectfully, and set clear expectations.
- Teamwork and communication: collaborating with supervisors/staff, shift handoffs, and following procedures consistently.