

To: Linda Caycedo, chair  
From: Applicant name

Date: Friday January 22, 2017

Dear Ms. Caycedo,

I have been an active member REFORMA Northeast Chapter for the past eight years and I am currently working for the (Name of the Public Library at the Name of the Location.) It would be a great and esteemed honor for me to attend 2019 ALA conference in June . For the past eight years, I have been serving Queens Library I was given an opportunity to serve my Latino population. At the Central Library I have been dedicating my time and effort providing bilingual story time for children and families to engage. Family literacy is crucial in my community. My ongoing service for my community fosters lifelong learning.

It is within my best interest to attend to 2019 ALA conference to promote bilingual story time and grow professionally in my career. I have attended at least five REFORMA Northeast Chapter meetings held for the past year. I am the rightful candidate for this grant due to my dedication in time and efforts for promoting bilingual programs in my community library. For the past five years I had done outreach and bridged together our local patrons to foster lifelong learning and enrich their lives by providing family literacy. Given the opportunity for this grant I will utilize this opportunity to enhance my professional career and promotional opportunities within Queens Library system. Thank you for your consideration and time.

Sincerely,  
Susan Paredes

Cc: RNE Professional Development Chair