



September 15, 2014

Your First/Last Name
3900 Bethel Drive
St. Paul, MN 55112

Employer Name
Title
Company Name
Street Address
City, State, Zip

Dear (*Employer Name*):

I am writing to express my interest in the (*Position Title*) at (*Organization Name*). I was excited to learn about this opportunity on the Minnesota Council of Nonprofits website. Specifically, I resonate with your mission of training, educating, and empowering individuals to develop independent living skills as evidenced through my internship experience at Neighborhood Residence.

During my education at Bethel University, where I will graduate in May 2012 with a B.A. in Sociocultural Studies, I developed an ability to relate to diverse groups of people and gained a solid understanding of community resources. In addition, my work as a Resident Assistant provided numerous opportunities to demonstrate my excellent oral and written communication skills, as I facilitated small groups on a weekly basis and collaborated with my team and supervisor. I also gained valuable experience and the ability to relate to individuals from a variety of backgrounds through my volunteer work as a Youth Mentor. Not only did I successfully demonstrate flexibility in managing my school and work loads, but I was recognized by my advisor for doing so with a strong attention to detail amidst a variety of projects and responsibilities.

Because of my commitment to integrity and compassion for all people, I am eager to support the values that (*Organization Name*) proudly holds. Through my two years of experience working as a Program Coordinator, I have developed a passion for training, coaching, and assisting developmentally disabled residents in their decision-making and daily life skills. Furthermore, I am committed to continuous learning in order to provide excellent service to clients and the community as shown by my participation in a voluntary continuing education course.

A letter and resume can tell you only so much regarding my experiences and qualification and I would welcome the opportunity to meet with you in person. I can be reached for an interview at (651) 638-0000 or by email at student@bethel.edu. I will also call you at the end of next week to discuss whether such a meeting would be possible and to confirm next steps. I am passionate about empowering people and connecting them to community resources while demonstrating energy, enthusiasm, and a positive attitude to the clients that you serve.

Sincerely,

Sign/Type your name here

Enclosure

OR

Attachment (if emailed)