

NONPROFIT CORRESPONDENCE
Sample Cover Letter in Response to a Job Listing

2720 Euclid Drive
Philadelphia, PA 19110
April 15, ____

James Weston, Assistant Director
American Association of Community Service Organizations
7210 Connecticut Avenue, Suite 223
Washington, DC 20036

Dear Mr. Weston:

I enclose my resume in response to your announcement in The Washington Post for a Community Research Analyst.

I am especially interested in this position for several reasons. First, I have six years of thoroughly enjoyable experience in working closely with community service organizations at the local and state levels. Second, I have conducted several practical studies of community service organizations which have resulted in strengthening their roles at the local level. Finally, my research work has placed me at the center of the policy process where I have worked effectively with government officials and other community groups.

I would appreciate an opportunity to meet with you to discuss how my experience might best relate to your needs. My combined research and community relations approach may be of special interest to you since it has resulted in some innovative approaches to community action. I will call your office on Tuesday morning April 22, to see if your schedule would permit such a meeting.

I look forward to learning more about your research needs and sharing some of my experiences with you.

Sincerely,

Sarah Taylor

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