

Sample Cover Letter

One of the keys to your application is a well written and tailored cover letter. A tailored cover letter highlights why you are a great fit for the position, as well as the agency at large. To tailor your cover letter, review the job posting and consider your education, qualities and the experiences you have that best demonstrate the qualifications that the employer is seeking. Make direct connections between your experiences and the position requirements. Additionally, you can cite their job posting and use their language to make these connections more explicit. Be sure to tailor your cover letter for each position you are applying for. See the example below of how one could write a cover letter that reflects the job posting.

To: All Staff
From: Human Resources
Date: June 13, 2011

PROJECT ASSOCIATE

The Training and Consulting Services (TCS) helps human service organizations across the nation through staff training, hands-on coaching, facilitation and guidance for planning processes, and assistance developing housing and service programs that have a measurable and meaningful impact. Through our training and consultation services, TCS helps to develop top quality services in settings including transitional and permanent supportive housing, mental health and substance abuse programs, shelters, street outreach, and correctional facilities. Our consultants work nationwide with non-profits, government agencies and community planning bodies to secure funding, strategically allocate resources, and identify and close gaps in services. TCS seeks a Project Associate to oversee the operation of the administrative support activities.

Responsibilities: The Project Associate reports to the Associate Director of Training and Consulting Services (TCS) and will work as a member of a team on multiple projects. Specific responsibilities include:

- Assisting with consulting projects locally and nationally
- Updating project work plans - preparing for project meetings and documenting results of these meetings
- Assisting Project Managers in completing tasks associated with individual consulting projects
- Analyzing data to advance the work of individual consulting projects
- Assisting in the development of presentations to clients and other stakeholders
- Assisting in the writing of proposals and preparing attachments in response to Requests For Proposals (RFPs)
- Conducting research on effective program models and management practices
- Assisting on projects to develop or enhance TCS' infrastructure

Qualifications

The ideal candidate will have a commitment to and passion for helping human service organizations to build programs that have a measurable and meaningful impact. Specific requirements include:

- Bachelors degree
- Minimum of two years of experience in human services and/or project management
- Experience using both quantitative and qualitative data to analyze problems and develop solutions
- High level of attention to detail
- Excellent oral and written communication skills
- Project management experience strongly preferred
- Experience using Microsoft Excel required, experience with Microsoft Access and SPSS preferred

To submit your cover letter and resume, apply online.

BERNICE EVANSON, MSW

123 Fort Montgomery Ave • New York, NY 10000 • (734) 855-4444 • b.evans@email.com

June 14, 2011

The Urban Center
302 Eleanor Rigby Way
New York, NY 20000

Dear Project Associate Hiring Committee:

I am writing to apply for the Project Associate position that I reviewed on The Urban Center website. I have recently graduated with my Master of Social Work from the University of Michigan, concentrating in Management of Human Services.

Before graduate school, I was employed for three years as a Grant Writer at Project H.O.M.E., a nationally-recognized nonprofit serving homeless individuals and families in Philadelphia. During my time there, I crafted grant applications and reports that awarded the organization roughly \$2.7 million. I honed exceptional writing, editing and research skills at Project H.O.M.E., working quickly and efficiently in a deadline-focused environment. I routinely handled multiple detail-oriented tasks simultaneously, and developed strong project and time management skills. I also refined excellent oral and communication skills at Project H.O.M.E. by working with foundations, corporations, religious entities, and individuals to secure funding, and while planning two high-profile donor recognition events.

This past year, I completed an MSW field internship at the Community Service Center, an on-campus community service office at the University. At the Community Service Center, I collected and analyzed student feedback from surveys, created an evaluation and assessment plan for the Peer Facilitator training program, and visited community partners in Detroit. I also performed data analyses of student surveys in SPSS and drafted a project poster that was presented at a national service learning conference at the University last May. My experience working with SPSS, analyzing data, preparing for meetings and developing presentations is directly translatable to the Project Associate's job duties, and make me an excellent candidate for the position.

Thank you for your consideration of my application. If you have any questions or need further information, please don't hesitate to contact me at b.evans@email.com or (734) 855-4444.

Sincerely,

Bernice Evanson