

100 S. 24th Street
Philadelphia, PA 19104
September 14, 2008

Ms. Sharone Lee
Recruiter
Top Consulting, Inc.
25 Parke Avenue
New York, NY 10055

Dear Ms. Lee:

After visiting your New York office this summer and meeting with Mr. Benjamin Washington, my father's student, I have anxiously awaited the opportunity to apply for a position in the Business Analyst program at Top Consulting, Inc. Your recent presentation at Penn has further fueled my interest in working for you after I graduate from Penn in May.

Throughout my career at Penn I have tackled challenges and participated in projects toward which I have made meaningful contributions. Whether through researching and writing my History Honors thesis, honing my critical eyes as a Writing Advisor or developing my analytical skills at the New York Council for the Humanities and the Regional County District Attorney's Office, I consistently push myself to develop ideas that help others and provide value to the institutions in which I work.

As a student of history, I value the importance of seeing the past in order to envision alternative futures. Moreover, with a trained critical historical eye, I am comfortable both finding and interpreting complex data. The confluence of my work in the office and the classroom has enabled me to become deft at identifying roots and causes of problems, harnessing information and processing it into useful written or spoken forms. Both academically and professionally, I thrive in situations that require of me intense analysis, problem-solving, and elegant writing.

Top Consulting's expertise on a global scale motivates me to work in a field of management consulting. I would be excited to work as part of a team that provides analysts in the two-year training program an ample opportunity to both accept and delegate responsibility for the tasks at hand. Top Consulting would be the ideal setting in which I could substantially utilize my interpersonal and critical thinking skills in order to provide clients with the best possible strategies for success.

I would be thrilled to have the opportunity to discuss the Business Analyst position with you further. Thank you for your consideration of my application.

Sincerely,

Suzanne Student
2222 East 111th Street

Norwich, RI 02000

May 10, 2009

Ms. Rebecca Smith, R.N.
Nurse Manager, Maternity Department
Center Hospital of Rhode Island
100 Main Street
Norwich, RI 02001

Dear Ms. Smith:

I am writing to express my great interest in the R.N. position available in the OB/GYN Department at Center Hospital. I have submitted an application online, but I wanted to reach out to you directly to introduce myself and share with you why I am so excited about this opportunity to work in maternity care at Center Hospital.

As you will see from my resume, the earliest building blocks of my nursing career, even before completing nursing school, have their foundation in women's health. My elective senior year clinical rotation in Labor and Delivery, Postpartum and Nursery Care allowed me to integrate maternity and newborn care at a more advanced stage of my nursing education in a small, community health setting. Furthermore, my work with expectant mothers as a research assistant, my years as a reproductive health counselor and educator, and most recently my work as a Community Health Nurse with Planned Parenthood have allowed me to focus my energies on the care of women and families, which is what drew me to nursing.

I am ready to continue to develop my skills and expertise and expand my practice as a nurse, both in kind and in setting. I feel certain the Center Hospital's community-based hospital maternity department, with its focus on individual attention for childbearing women throughout pregnancy and delivery, will be a great place to utilize and expand my nursing and teaching skills. I plan to bring my passion for the field of women's health - as well as the ability to communicate and collaborate that is so critical in the community health setting - to my work in the hospital arena.

I very much look forward to hearing from you, and appreciate your attention.

Sincerely,

Susan L. Applicant, R.N., B.S.N.

890 Chestnut Street
Philadelphia, PA 19104

September 30, 2008

Maria Sanchez, Executive Director
Philadelphia Philanthropic Foundation
5500 JFK Boulevard
Philadelphia, PA 19156

Dear Ms. Sanchez:

At a very young age, I learned that the Philadelphia Philanthropic Foundation is an organization with a deep commitment to the well-being of citizens of our city when PPF provided a substantial grant to the Montgomery County Boys and Girls Club. This grant kept the Club open and provided me with a safe and educational place to spend my summers. As a University of Pennsylvania student graduating in May with an Urban Studies major, I was thrilled to learn from Penn's Career Services Office of the Research Assistant position at PPF. I am eager to learn more about this opportunity, for I feel that my background has prepared me well to succeed and contribute as a researcher with PPF.

Internships and work experiences in a variety of nonprofit organizations in the Philadelphia area have provided me great familiarity with this sector of the regional economy. In my experiences at the Children's Art Initiative, the Inner City Mural Project, and the Wetlands Conservation City Program, I gained substantial skills in developing new programming and analyzing previously unsuccessful initiatives for future improvement. One of my proudest moments was learning that my \$5,000 grant proposal to redesign and expand the Planting Seeds Project at CAI had been accepted. This experience and others demonstrated for me the key parts of a strong grant proposal and the importance of a professional and well-researched presentation for potential funders. I believe these skills as well as the research techniques gained from my rigorous academic program will assist me well in researching and identifying future PPF grant recipients.

It is not only the favorable impression of PPF I gained as a child that makes me eager to serve as a member of your staff. The recent article in the *Chronicle of Philanthropy* describing your groundbreaking work in providing funds to education programs begun by teenagers for younger children greatly impressed me. I believe that the double investments you are making in such programs speak to your organization's thoughtful long-range vision and "outside the box" approach to problem solving. Furthermore, my work in the city's nonprofits has convinced me of your reputation for professionalism, fairness, and the willingness to take risks. I am eager to become part of a foundation with such a creative and forward-thinking style.

I will be in touch within the next two weeks to inquire about the opportunity to meet with you to discuss the Research Assistant position and how it will fit in with upcoming PPF funding initiatives. Please feel free to contact me (215-555-2908, gf@upenn.edu) should you require further information. I appreciate your consideration of my application for this position and very much look forward to meeting you.

Sincerely,

Genny Franklin

2435 Locust Walk
Philadelphia, PA 19000

March 2, 2008

Mr. Samuel Chang, News Editor
The Mid-Atlantic Monthly
123 Chesapeake Street
Baltimore, MD 21212

Dear Mr. Chang:

As a native of Washington D.C., I have long been an avid reader of *The Mid-Atlantic Monthly*. Political debates initiated by one of my parents – both federal attorneys – were open for my participation only if I could keep up with the issues. *The Mid-Atlantic Monthly* came through with a generous helping of current political thought while simultaneously fueling my growing interest in journalism. It is with keen interest that I am responding to the posting on your website for an Editorial Assistant. As a senior with a Philosophy, Politics, and Economics (PPE) major at the University of Pennsylvania, I am eager to begin my journalism career this summer with *The Mid-Atlantic Monthly*.

The skills and experiences presented on my resume complement my genuine interest in the Editorial Assistant position and speak to my readiness to perform with excellence the proofreading, research, and administrative tasks it entails. As my resume documents, I have taken advantage of nearly every available opportunity to write for the current events departments of local and campus-based periodicals: *The Daily Pennsylvanian*, *34th Street Magazine*, *Philadelphia Magazine*, and *The City Paper*. These varied experiences have honed my writing and observation skills and guided me toward a sense of my own style. They've convinced me that journalism is, at its core, an opportunity to engage our nation's most valuable asset – citizens' critical thinking skills – toward committed civic involvement. *The Mid-Atlantic Monthly* does this extraordinarily well (as in your recent series on public school education) and would be the premier place for me to begin my career in political journalism. I want to learn *The Mid-Atlantic Monthly*'s approach to analyzing and portraying current events from the inside.

Within two weeks, I will contact you to inquire about arranging an interview to discuss the position and my qualifications further. Thank you for taking the time for my letter and resume. I look forward to talking with you.

Sincerely,

Benny Franklin

Box 110, 3333 Locust Walk
University of Pennsylvania
Philadelphia, PA 19103

September 15, 2008

Mr. Daniel Perry
Executive Producer, 'Blues Clues'
NICK JR.
1633 Broadway, 4th Floor
New York, NY 10019

Dear Mr. Perry:

As an ardent fan of the 'Blue's Clues' television show, I was pleased to learn of your Executive Production Assistant position through JobTrak. I write to express my interest in the position, and to submit my resume for your consideration. I will be graduating in December from the University of Pennsylvania with a Bachelor of Arts degree in Communication.

I offer you experience in production as well as a knowledge of early childhood development theory. Through my position as a Production Intern at Children's Television Workshop last summer, I was able to develop a working knowledge of studio techniques and procedures. In addition, my experience working as a temporary receptionist at Fox News enabled me to obtain the administrative experience necessary to work in a busy production environment. Furthermore, I feel that I offer you the "professional demeanor, good judgment, and poise under pressure" that you request in the position description. As a University Alcohol Monitor, I have learned how to handle delicate situations at college functions in a professional, confidential and competent manner.

Although I am significantly older than your target audience, I have always loved children's television programming. In fact, I recently downloaded your "recipe" for a recyclable guitar from the Blue's Clues homepage, and utilized a modified version of the recipe as a lesson plan for a course in Elementary Education. As my long-term career goal is to create children's television programs, this position would be a wonderful opportunity for me to gain experience in a supportive setting.

I would welcome the opportunity to learn more about this position, and to meet with you in person. Please feel free to contact me if you require further information or would like to schedule an interview. I appreciate your consideration, and I look forward to speaking with you soon.

Sincerely,

Cindy Lu Yiu