

1111 East 1<sup>st</sup> Street  
Philadelphia, PA 19000

May 1, 2011

Mr. David Jones  
Non-Profit Organization  
100 10<sup>th</sup> Street  
Somewhere, FL 34000

Dear Mr. Jones:

I am writing to express my interest in Non-Profit Organization's Special Outreach Program. As a senior at the University of Pennsylvania studying history, I was drawn to the Special Outreach Program for its unique approach to social change and by the opportunity to work directly with a non-profit organization while acquiring a better understanding of effective leadership in a socially responsible career.

In both my academic endeavors as well as my extracurricular activities I have learned to tackle complex problems and reach sound solutions both as an individual decision-maker and as a team member. As the head manager of a student-run enterprise at Penn, I have honed my ability to assess a situation or conflict as it arises, decide on a course of action, and evaluate its success in the long term. Whether it is finding opportunities for growth through advertising campaigns or streamlining an inefficient system of assistant managerial tasks, I have pushed myself to find new ideas to manage the daily challenges of overseeing a business. Likewise, my experience on the democratically-run Executive Board of the "Talking About It" series has taught me an invaluable lesson in teamwork. With no formal hierarchy on the Board, I have learned to impart my own suggestions while taking into consideration the advice and counsel of my peers.

My own experience in the nonprofit sector has provided me with an understanding of the specific challenges the field presents, such as funding, strategy implementation, and longevity. Through my internship at Changing Lives for Good, a small nonprofit in Washington DC, I was not only able to address some of these challenges head-on by researching non-federal grant opportunities and preparing applications, but also was introduced to the process of program development. As someone who has been exposed to some of the challenges nonprofits seek help in solving, I am very excited by the opportunity to take an active role in working to identify root causes of systemic problems and learn new skills to develop positive and lasting change.

Ultimately, I see this position as an ideal way to gain a better understanding of the most effective ways of creating sustainable solutions to the critical problems social impact organizations face while improving my own leadership and problem-solving skills. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

Strong Student