

890 Chestnut Street
Philadelphia, PA 19104

September 30, 2013

Ms. 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 given my background, I am well-prepared to succeed and contribute as a researcher with PPF.

Through internships and work experiences in a variety of nonprofit organizations in the Philadelphia area, I have gained 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 developed 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.

My favorable impression of PPF from my childhood is only one reason I am 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, through my work in the city's nonprofits, I have learned 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. Thank you for your consideration of my application for this position, and I very much look forward to meeting you.

Sincerely,

Genny Franklin