September 23, 20XX

Name of Person

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Name of Person,

I am writing to apply for the position of Director of Career and Alumni Programs at the Organization Name Foundation that I saw posted on your website. After reading your website and attending Organization’s 20th Anniversary “An Evening of Stars” event, I believe I have a strong understanding of the incredible mission that your organization fulfills in helping to expand the diversity of the pool from which top colleges and universities recruit. My involvement with alumni networks together with my commitment to expanding opportunities for students from diverse backgrounds would help me fulfill the requirements of the position.

I believe that my involvement with alumni networks from several schools has given me a unique perspective regarding the ways in which these organizations can best serve the needs of their members. I am a trustee of the high school I attended, am in the process of helping to revive the Duke Black Alumni Connection organization, and served as my class representative for the 40th Anniversary of the Yale Afro-American Cultural Center. Moreover, I have consistently been an advocate for increasing exposure to and connection with underrepresented groups. At Columbia, I served as president of the School of the Arts’ organization for writers of color, lobbied for the hiring of more adjunct professors of color, and worked with faculty to design a curriculum that more accurately reflected multicultural and international experiences.

I carried this lobbying skill with me to my current position at Organization Name & Organization Name, where I successfully convinced members of the firm’s management team that it would be in the firm’s benefit to become a workforce partner with Sponsors for Educational Opportunity, an organization of which I am an active alumna. Most recently, I founded the firm’s New York Black Diversity Networking Forum, a support system for black associates.

I believe my background, coupled with my passion for expanding opportunities for young people from diverse backgrounds, will allow me to significantly contribute to the Organization Name Foundation and the many facets of your organization. I have enclosed my resume for your review, and look forward to discussing my background with you. I will call you next week in the hope of setting up a time to meet. Thank you for your time and consideration.

Sincerely,

*(Sign Your Name)*

First Last