



A cover letter is job specific: This letter is for a **Development Assistant** internship in a non-profit organization and the **Job Requirements** include: commitment to the mission (using art to create change), strong organizational, fundraising and interpersonal skills.

This letter uses experiences to connect skills to the position. Each paragraph provides an overview of an experience to highlight skills listed in the job description

Lotta Skills
515 E. Jefferson
Ann Arbor, MI 48109
January 5, 20xx

Ima Wolverine, Internship Coordinator
ABC Inc.
515 XYZ Drive
Chicago, Illinois 60601

Dear Ms. Wolverine:

(Career Coach Note: demonstrates commitment to mission)

Like ABC Inc., I believe that the arts can be used to create social change. This is why I volunteer with the Prison Creative Arts Project (PCAP), an organization that seeks to strengthen community through artistic expression. Working with incarcerated youth I have seen first-hand the power the arts have to build self-esteem, break stereotypes and create dialogue across communities. Thus, the mission of ABC immediately struck a chord and I am excited to express my interest in the Development Assistant position. *(highlights commitment to mission)*

(Career Coach Note: highlights organizational and fundraising skills)

I am also drawn to this position because of my experience working with the non-profit Dance Marathon at the University of Michigan, which raises funds and awareness for pediatric hospital rehabilitation programs. As Community Outreach Director for the past two years, I have gained experience in aspects of running a non-profit including grant writing, fundraising and event planning. My team and I planned over 15 large and small events across the state raising awareness of our cause. Attention to detail was vital as we offered creative activities that appealed to children and adults, solicited sponsors for funding and stayed within budget all the while keeping our mission at the center.

(Career Coach Note: highlights interpersonal and fundraising skills)

My work with the University of Michigan Development Summer Internship Program allowed me to gain hands-on experience working within the development field. In creating educational tools for gift officers I learned the importance of research, incorporating feedback and communicating in a clear and concise manner. The classroom component of the internship exposed me to the history of the development field and the role development plays in the work of a non-profit organization. The skills I gained have prepared me to enter the field of development and I plan to apply these skills at ABC Inc.

I feel that my past experiences with the arts and with the non-profit field have prepared me for the Development Assistant position. I am dedicated to the mission of the organization and excited at the possibility of working in Chicago. I look forward to the challenges that might come my way.

I would love the opportunity to discuss my experiences and skills with you and look forward to hearing from you. I can be reached at youremail@umich.edu or 734.764.7460.

Sincerely,

Lotta Skills