Bill Billy

Richmond, CA 99999

(111) 222-3333

Email@email.com

September 30, 2024

Katie Kate

Company Company

111 A Street, Suite 222

San Francisco, CA 94103

Dear Katie Kate,

I would greatly appreciate consideration for the Intern Manager & Program Coordinator position at Company Company. I learned about this opportunity after receiving a message from you through LinkedIn on September 23rd regarding this position. After reviewing the job posting and doing more research on Company Company, it is clear what an amazing opportunity this position presents. As someone passionate about empowering individuals through education, specifically those underrepresented or marginalized, the services provided by your organization and its mission deeply resonates with me.

As showcased on my resume, I have relevant experience and a plethora of transferable skills that address what you are looking for in a candidate for this position. It is to my excitement that much of the “Internship Program Coordination” and “Job/Internship Placement/Career Counseling” sections of the job description directly relate to experiences gained during my time at 123 Organization. Also, given the nature of nonprofits, all my past professional experiences required me to work with volunteers, perform outreach efforts, manage relationships, as well as serve as a liaison between various parties. I have also developed my event planning skills through my time at 123 Organization as well as the 456 Association, including serving as lead for several events.

I have well developed interpersonal skills and am extremely detail oriented and organized. I pride myself in assessing, assessing, and improving processes and systems and creating resources to address specific needs observed. I am highly proactive and always operate with a “can-do” attitude, which I believe contributes to my teamwork and leadership abilities that I have been developing as long ago as third grade, when I started playing basketball.

Though I do not have experience in the music industry, the core of Company Company is something I am passionate about. I hope to emulate something that was shared in the “Why Sound Matters” video linked in the job description; that you don’t need to be 200% sure before taking a chance, rather, “just jump in.” I’m excited to learn more about the position, I’m eager to face the challenges the position may present, and I’m ready to “just jump in.” I believe I can serve as an asset to your team, and I hope to share more of my relevant experiences with you. I welcome you to contact me via email (email@email.com) or by phone at (111) 222-3333. Thank you for your time and consideration and for your great work.

Sincerely,

Bill Billy