

July 28, 2005

Attn: [REDACTED]
Bringing Restoration and Opportunity Now (BRON CDC)

Dear Ms. [REDACTED],

I am writing to you in regards to a potential job opening at your organization. Attached to this email, please find my resume, which I believe reveals not only my accomplishments, but also my fit with the mission and goals of BRON CDC as an organization promoting HIV/AIDS awareness and compassion through community education and collaborative prevention.

Currently, I am a Professional Writing senior at Michigan State University with an emphasis in Communities and Cultures, which prepares students to work as writers of grants, proposals, and various other documents within nonprofit and governmental organizations. My classes have focused on document design, editing, rhetoric and argument, and writing in the public interest. Currently, I am in the process of writing a grant for A and S Rescue, which is a Chicago-based non-profit animal welfare group. I also have a specialization in Women, Gender, and Social Justice, which focuses on understanding and appreciating social differences including race, religion, sexual orientation, and gender. My date of graduation was May 6, 2005; however, I am finishing my final credits this summer and will be ready to start a job in late August. With this uniquely focused knowledge that I have acquired throughout my three years at MSU, I am capable of providing BRON CDC strong communication and writing skills with a complete understanding of multiculturalism and social sensitivity, which I believe makes me a perfect candidate to work for an organization such as BRON CDC.

In addition to my education background, I have also been an active member, program coordinator, and president of MSU's Sexual Assault Crisis Center. This opportunity has allowed me to become more involved with the community through grassroots organizing and has also helped me to learn first-hand about sexual assault and others issues facing women in our society. I have also volunteered at a grade school, an animal shelter, and for a juvenile guidance program organized by state judicial system.

While a student at MSU, I have also held two jobs as a receptionist for University Housing and as a research assistant for the College of Nursing. I started as a receptionist my first year here, which has been a long standing job and has provided me with a strong sense of stability and responsibility while trying to sustain my studies.

I hope that this information is of interest to you, and I hope I have successfully conveyed what I believe I can offer to BRON CDC's mission. I look forward to the chance to continue my community involvement and work towards social change with your organization. Please feel free to contact me with any questions or concerns that you might have about the attached material.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Elizabeth Fales

[REDACTED]