

466 Church Road
Avondale, PA 19311

January 21, 2019

CORA Services
8540 Verree Road
Philadelphia, PA 19111

Dear Hiring Manager,

My name is Hannah Dale, and I am applying to the Department Assistant position with CORA Services because I want to contribute to an organization that seeks to promote social well-being. I recently graduated from the University of Maryland in December 2018 with a Bachelor of Science in Anthropology and minors in French and Sustainability. Through my research opportunities and internships, I became interested in non-profit work. This focus has prompted me to learn more about opportunities in administration and coordination that would allow me to work in the realm of promoting social well-being.

I have previous experience in several areas that relate to this position. As a Research and Publications Intern at the Environmental Law Institute, I conducted research on a variety of environmental law topics, compiled and edited materials for events, wrote blog posts and research memos, contributed to social media, and performed administrative tasks as needed. With the Maryland Sierra Club, I completed administrative tasks on a daily basis, including answering phones, communicating with volunteers, and assisting with outreach coordination and club support activities. I also helped to create email action alerts and news bulletins for club members. Furthermore, in my part-time student job as a Library Clerk at the University of Maryland, I interacted with patrons to answer their questions and assisted with librarians' research needs. These experiences have strengthened my skills in writing, administration, and customer service. I hope to continue building these skills through the Department Assistant position.

I am eager to pursue this position because of my growing interest in non-profit operations and administrative work. In a few years, I would like to attend graduate school for a program in Anthropology and Public Policy, or a similar program. I believe that gaining experience at CORA Services would be beneficial for me to further explore these fields and would provide me with practical tools to advance my future academic and professional endeavors.

Besides my interest in this opportunity and my transferrable experience, I am a quick-learner, detail-oriented, able to collaborate with other staff, and committed to accuracy and improvement in my work. I am available to start working full-time in February 2019 or later. Thank you for your consideration, and I look forward to hearing from you about this position.

Sincerely,

A handwritten signature in cursive script that reads "Hannah Dale".

Hannah Dale