

NONPROFIT COVER LETTER

ROCKEE T. BULL

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May 29, 2013

Charlese Smith
Head Supervisor
RedRover
1122 S Street
Sacramento, CA 95811

Dear Ms. Smith:

I am applying for the Social Media Coordinator position posted on your company website. The position was referred to me by a colleague of yours, Farrah Faucet. Ms. Faucet recommended this position because of my strong interest of your organization and qualifications I can bring to the position that are reflected on my enclosed resume.

My interest in your nonprofit organization is the RedRover Responders program that allows volunteers nationwide to save animals that are in a crisis. The Responders program sends people to disaster sites to help animals that no longer have places to stay. I can use my excellent communication writing skills that I have developed through my undergraduate coursework to help spread the organizations mission. In addition, my social media experience developed in my previous internship paired with my technical writing coursework has equipped me with the knowledge to develop, maintain, and update your online content that is informative to your targeted audience. In addition, my writing courses will help with the editing of brochures and other marketing materials stated in your job description.

I am requesting an interview to discuss the position in further detail. In two weeks, I will follow-up via email regarding the status of my application. Please feel free to contact me directly 813-974-2171 or by email at rockeebull@usf.edu. Thank you for your valued time and consideration.

Sincerely,

(Handwritten Signature)

Rockee T. Bull

Good sample of a networking cover letter. Individual highlights skill-sets that are applicable to the job description developed through internship and coursework.