

# Sample Letters

Application

321 Linden Avenue, #2A  
Ithaca, NY 14850  
January 10, 2010

Betsy Lydon, Outreach Director  
Mothers and Others for a Livable Planet  
40 West 20th Street, 9th Floor  
New York, NY 10011

Dear Ms. Lydon:

A natural resource major at Cornell University, I have focused my studies on the connections between agricultural, environmental, and economic sustainability. The efforts of Mothers and Others for a Livable Planet to promote consumer choices that are ecologically sustainable and thus conserve natural resources are of great interest to me. I would therefore like to be considered for the consumer outreach and marketing specialist position advertised in *Nonprofit Times*. I enclose my resume for your consideration.

Through volunteer activities, I have promoted sustainable agriculture and environmental issues. As president of the Green Committee, I organized meetings, workshops, rallies, and Earth Day activities for the Cornell campus, and also established an environmental education curriculum for an after-school program. Last year, I helped found the Student Garden Group to introduce organic gardening to Cornell students and promote local agriculture to the Ithaca community. We ran produce stands at apartment complexes for economically disadvantaged families and senior citizens, and expanded Cornell Cooperative Extension to develop outreach programs.

A confident public speaker, I have participated in a training course for peer counselors, completed a course in oral communication, spoken at rallies and festivals, and worked as an educator in a variety of teaching situations.

I am eager to apply my knowledge and experience to an educational advocacy organization when I graduate in May. My experience and skill set seem closely aligned with what you are seeking in filling the consumer outreach and marketing specialist position. I will call you next week to schedule a time to discuss my interest in increasing public awareness about ecological agriculture and environmental conservation at Mothers and Others for a Livable Planet. Thank you for your consideration.

Sincerely,



Jean Crawford

Enclosure